

7 FAM 550 SELECTIVE SERVICE SYSTEM (SSS)

(CT:CON-294; 04-21-2009)
(Office of Origin: CA/OCS/PRI)

7 FAM 551 INTRODUCTION

(CT:CON-186; 09-11-2007)

- a. The Selective Service System (SSS) is an independent federal agency. It is not part of the Department of Defense; however, it exists to serve the emergency manpower needs of the U.S. Military by conscripting untrained manpower, or personnel with professional health care skills, if directed by Congress and the President in a national crisis. Its statutory missions also include being ready to administer an alternative service program, in lieu of military service for men classified as conscientious objectors.
- b. The Department of State and consular officers abroad assist the SSS with its registration program by accepting registration forms at our posts abroad on behalf of SSS.
- c. **Consular Officers are strongly encouraged** to direct inquirers to the SSS web page for information about registration.

Contacting the SSS ...

SSS Contact Information

7 FAM 552 AUTHORITIES

(CT:CON-186; 09-11-2007)

Authority for functions and services related to the SSS is derived from:

- (1) The SSS operates with permanent authorization under the Military Selective Service Act, 50 U.S.C. App. 451; 50 U.S.C. App 460; 32 CFR 1600 - 1699.
- (2) Consular authority to assist the SSS is derived from 22 U.S.C. 3904 (3) (Functions of Service).
- (3) Presidential Proclamation 4771 of July 2, 1980, as amended by Presidential Proclamation 7275 of February 22, 2000, Federal Register: February 24, 2000 (Volume 65, Number 37) (Presidential Documents Page 9199).

7 FAM 553 ROLE OF THE CONSULAR OFFICER

(CT:CON-186; 09-11-2007)

- a. All United States diplomatic and consular officers, as employees of the U.S. Government, are eligible to be Selective Service (SS) registrars. You may perform the duties of a registrar for an indefinite period at any post of assignment abroad. Military personnel may also serve as registrars.
- b. The Department of State should not get involved beyond the initial registration process unless specifically requested by the SSS through the Bureau of Consular Affairs, Directorate of Overseas Citizens Services, Office of Policy Review and Inter-Agency Liaison (CA/OCS/PRI).
- c. **SS Uncompensated Registrars:** Consular officers, as chief registrar at U.S. embassies and consulates abroad, may appoint U.S. citizen volunteers to serve as registrars **without pay or compensation**.
 - (1) Only non-U.S. government employee, U.S. citizen volunteer registrars, must complete Form SSS-402, Uncompensated Registrar Appointment obtained from SSS. This form should be maintained in post files.
 - (2) Consular Officers can obtain SS forms and materials through the SSS at: Selective Service System, National Headquarters ATTN: OP/REG, Arlington, VA 22209-2425.
 - (3) Uncompensated Volunteer Registrars are appointed for an indefinite period, or until termination or separation from the position held at the time of the appointment. The participating organization where the registrar is appointed is responsible for informing SS of a Registrar's separation from the position from which he/she received the appointment to administer SS registrations. Upon an individual's separation from the designated Registrar position, the organization should submit a new Form SSS-402 nominating another qualified individual for registrar appointment.
 - (4) The consular officer should date-stamp page 1 of Form SSS-402 identifying your office and the date of registration.
 - (5) Consular Officers should maintain a record of all appointees' names, addresses and dates of appointment.
- d. The consular officer as chief registrar or other appointed registrars:
 - (1) Provide registrants with the SSS Web site "Register on-line Now" to file on-line or, when on-line registration is not available, with SSS Registration Form 1 to complete and sign.

NOTE: SSS Registration Form 1 is not available on line. Posts may order SSS Registration Form 1 and other SSS forms from "Selective Service

System, Registration Office, Arlington, VA. 22209-2425.

(2) Verify that registrant is a U.S. citizen. Show on form near your signature any question/doubt you have concerning the registrant's claim to U.S. citizenship.

(3) Send completed registration forms weekly to:

Selective Service System
P. O. Box 818
North Chicago, IL 60064-0818

(4) The SSS no longer requires a registration report with the submission of forms, or maintains a registrar of Form SSS-402 . The post should maintain the Form SSS-402 in post files so long as the non-U.S. Government, U.S. citizen, uncompensated volunteer registrars, perform that function.

7 FAM 554 ROLE OF CA/OCS/PRI

(CT:CON-186; 09-11-2007)

- a. CA/OCS/PRI is the Department's liaison with the SSS and Federal benefits-paying agencies and consular posts abroad as well as with members of the public and Congress. PRI provides guidance, disseminates information and implements new procedures regarding the SSS.
- b. Contact PRI for assistance at ASKPRI@state.gov.

7 FAM 555 LIMITATIONS ON CONSULAR OFFICERS REGARDING SELECTIVE SERVICE SYSTEM (SSS) REGISTRATION AND DISCLOSURE OF INFORMATION (PRIVACY ACT)

(CT:CON-186; 09-11-2007)

- a. Information contained in a name-retrievable system of records concerning a SS registrar or SS registrant may not be disclosed except:
 - (1) As expressly authorized by the SSS;
 - (2) By written authorization by the individual who is the subject of the record; and

- (3) In accordance with the 12 exceptions to the conditions of disclosure in the Privacy Act, as amended (5 U.S.C. 552a(b)(1) – (12).
- b. Any unauthorized disclosure is subject to criminal penalties pursuant to 5 U.S.C. 552a (Privacy Act, as amended). 7 FAM 060 provides guidance about the Privacy Act. (See the CA/OCS Intranet Privacy Act page.)

7 FAM 556 SELECTIVE SERVICE (SS) REGISTRATION

(CT:CON-186; 09-11-2007)

- a. Registration is the process of providing the SSS with personal information, such as name, address, date of birth, Social Security Number (SSN), and other related information. Even though no one is currently being drafted, men are required to register with SS within 30 days before or after their 18th birthday (a 60 day window).
- b. Failure to register or otherwise comply with the Military Selective Service Act (SSA) is punishable by a fine of up to \$250,000, imprisonment for up to five years, or both. In addition, federal and certain state laws require registration as a prerequisite for obtaining student financial aid, job training, government employment, motor vehicle driver's license and U.S. naturalization.
- c. A registrant is not fully registered with the SSS until his registration information is submitted to SSS and processed in their registration file. The registrant is then assigned a SS number and will receive an acknowledgement in the mail. If he has not received his registration acknowledgement within 90 days of the date he completed his registration form, he should write to the following address:

Selective Service System Registration Office P. O. Box 4638 North Suburban, IL 60064-4638
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7 FAM 556.1 Who Must Register?

(CT:CON-294; 04-21-2009)

- a. With few exceptions, all male United States citizens (including dual nationals) and male aliens residing in the United States and its territories (see 9 FAM Appendix H 400) must register within 30 days of their 18th birthday. See the SSS Who Must Register Chart.
- b. If an individual does not possess a U.S. passport, but makes a reasonable

claim to U.S. citizenship, you should accept his completed registration form, even if the passport application is pending, to ensure that the individual does not incur penalties for failure to register. You would then annotate SSS Registration Form 1 to reflect citizenship status determined at that time.

- c. Disabled men who live at home must register if they can reasonably leave their home and move about independently. A friend or relative can help fill out forms if they cannot do it themselves.
- d. Men with disabilities that would disqualify them from military service still must register with the SS.
- e. Young men in hospitals, mental institutions, or prisons do not have to register while committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.
- f. Members of the National Guard and Reserve Forces, not on full-time active duty, must register.
- g. Men cannot register after reaching age 26.
- h. All **immigrant aliens** must sign Form DS-1810, Notice of Duty to Register with U.S. Selective Service System (see 9 FAM 42.73 Exhibit IV), at the time of the immigrant visa (IV) interview. Posts shall enclose the signed Form DS-1810 with the other documents in the issued IV packet. Posts shall also give to the alien a duplicate copy, printed in both English and the language of the host country. **Such aliens must present themselves to a U.S. Post Office designated to perform SS registration within 30 days after entering the United States.** (See 9 FAM 42.73 *PN10*.)
- i. A person who is a non-U.S. citizen and who provides no reasonable evidence of U.S. citizenship shall not be registered for SSS by a registrar outside the United States or its territories.

7 FAM 556.2 How to Register Abroad

(CT:CON-186; 09-11-2007)

- a. **On-Line:** SSS advises that the easiest and fastest way to register is the on-line registration at the SSS web page. A registrant must have a SSN to register on-line and be at least 17 years and three months old (if under registration age, the registrant will be registered by SSS when he reaches age 18). Within three weeks after being registered, the registrant will receive a Registration Acknowledgement by mail. He may verify his number on line by clicking on the "To Check a Registration" icon on the SSS web page. Any correction that may be necessary should be submitted to:

Selective Service System
P. O. Box 4638
North Suburban, IL 60197-4638

- b. **Post's Chief Registrar:** SSS strongly recommends that you first encourage on-line registration on the SSS web page, however, when it is not available, the designated Chief Registrar may register an individual by providing SSS Registration Form 1 and verifying the registrant's U.S. citizenship. You should keep a minimal supply of the following forms and brochures available:

SSS Forms and Brochures ...
SSS Registration Form 1
Form SSS-2, Change of Information Form
Form SSS-402, "Uncompensated Registrar Appointment"
Brochure No.10 The Selective Service and You;
Time to Register brochure
Information for Registrants Booklet

You may order these forms from:

Selective Service System
National Headquarters, OP/REG
Arlington, VA 22209-2425

- c. **Mail-In:** Some registrants may obtain a SSS registration form in some other manner. Instruct them to complete the form and send it to the SSS at:

Selective Service System
Registration Office
P. O. Box 4638
North Suburban, IL 60197-4638

Information required:

Name
Current Mailing Address
Date of Birth
Telephone Number
SSN (if she/he has one)

- d. **Change of Address:** After he registers, a man is required to notify SS

within ten days of any changes to any of the information he provided on his registration card, like a change of address. He must report changes until January 1 of the year he turns 26. Registrants can use the SSS address change, on line feature at the SSS web page to submit a change of address or execute Form SSS-2, Change of Information Form and mail to:

Selective Service System Registration Office P. O. Box 4638 North Suburban, IL 60197-4638
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- e. Once a registration is sent to SSS, it cannot be cancelled except by SSS.

7 FAM 557 ACTIONS FOLLOWING REGISTRATION

(CT:CON-186; 09-11-2007)

Following registration, SSS sends various forms and communications to the registrant by SSS. Consular officers should forward any material received at post to the registrant as soon as possible. You usually will not be involved in a case beyond the registration operation, unless specifically requested by SSS in certain instances. If you have questions or concerns, contact ASKPRI@state.gov.

7 FAM 558 DURING A DRAFT

(CT:CON-186; 09-11-2007)

- a. Physical examination and induction orders and procedures are matters to be resolved by the registrant with SSS. Although no action is required by you, unless specifically requested by SSS, the following information may be helpful.
- b. Individuals residing abroad, whether registered in the United States or abroad, are obliged to comply with an order to report for a physical examination or induction (which may be any place in the world).
- c. SSS has established local and appeal boards with jurisdiction to determine claims of registrants abroad.
- d. **Transportation Expenses:**
 - (1) SSS provides transportation for a registrant abroad from the place where the induction order was sent to the place he reports for induction or the nearest physical examination facility.

- (2) If the registrant is not inducted, transportation will be provided from the place of induction to the place where the induction order was sent.
- (3) When a personal appearance before a local board or appeal board is required or permitted by regulation, travel expenses incurred shall be at the registrant's own expense.

7 FAM 559 DEFERMENT REQUESTS

(CT:CON-186; 09-11-2007)

The Department of State's policy is to not initiate, recommend, or sponsor any deferment requests of registrants. This policy also applies to appeals from Class 1-A, or other classifications, as well as orders to report for physical examination or induction.