



**SELECTIVE SERVICE SYSTEM**  
**ALTERNATIVE SERVICE JOB DATA FORM**  
**(RIPS/RIMS)**

DATE \_\_\_\_\_

**SECTION I - EMPLOYER IDENTIFICATION**

ASPS Employer No. \_\_\_\_\_

ASPS Job No. \_\_\_\_\_  
(To be entered by ASO)

NAME OF EMPLOYER \_\_\_\_\_

INFORMATION FURNISHED BY \_\_\_\_\_

DATE INFORMATION FURNISHED \_\_\_\_\_

**SECTION II - JOB CATEGORY AND TITLE**

Circle the number which most accurately describes the job (Circle only one response)

**A - Art Design and Communications**

- 1 - Artist
- 2 - Photographer
- 3 - Interpreter
- 4 - Cameraman (TV or Cinema)

**E - Education**

- 1 - Teacher aide
- 2 - Librarian
- 3 - Tutor
- 4 - Recreation aide

**D - Transportation**

- 1 - Car driver
- 2 - Boat operator
- 3 - Truck driver
- 4 - Bus driver

**O - Office**

- 1 - Clerical worker
- 2 - Bookkeeper
- 3 - Typist
- 4 - Computer programmer
- 5 - Computer operator

**H - Health**

- 1 - Licensed practical nurse
- 2 - Physical therapist
- 3 - Orderly/nurses' aide
- 4 - Emergency medical technician
- 5 - X-Ray technician

**T - Technical**

- 1 - Laboratory aide
- 2 - Draftsman
- 3 - Surveyor
- 4 - Farmer

**N - Nonconstruction Craft & Maintenance**

- 1 - Telephone repairman
- 2 - Heating & air conditioning worker
- 3 - Office equipment repairman
- 4 - Automobile repairman
- 5 - Grounds worker

**S - Service**

- 0 - Dietary aide
- 1 - Waiter
- 2 - Housekeeper
- 3 - Messenger
- 4 - Grocery clerk
- 5 - Cook
- 6 - Child care worker
- 7 - Firefighter
- 8 - Gas station attendant
- 9 - Janitor

**C - Construction**

- 1 - Mason
- 2 - Carpenter
- 3 - Electrician
- 4 - Plumber
- 5 - Metal worker
- 6 - Heavy equipment operator

**I - Industrial**

- 1 - Machinist
- 2 - Printer

**G - General**

- 1 - Administrator or manager
- 2 - Salesman
- 3 - Laborer
- 4 - Religious group
- 5 - Other volunteer

**W - Social Service**

- 1 - Counselor
- 2 - Social worker
- 3 - Coach

(Continued on reverse)

**SECTION III - JOB CHARACTERISTICS**

Rate the general characteristics of this job on a scale of 1 to 5. (Circle the appropriate number in each case.)

	Has little relation to this job	Has some relation to this job	Neutral	Relatively important in this job	Very important in this job
Outdoors	1	2	3	4	5
Using tools or equipment	1	2	3	4	5
Contact with public	1	2	3	4	5
Stay in one place	1	2	3	4	5
Hazardous	1	2	3	4	5
Detail work	1	2	3	4	5
Part of a team	1	2	3	4	5
Physical exertion	1	2	3	4	5
Mental exertion	1	2	3	4	5

**SECTION IV - JOB DETAILS**

No. of openings in this job category: \_\_\_\_\_ Average hours per week: \_\_\_\_\_ Salary: \_\_\_\_\_

Term of employment must be at least \_\_\_\_\_ months Interview Required? Yes \_\_\_\_\_ No \_\_\_\_\_

Date Available: \_\_\_\_\_ Must Fill By: \_\_\_\_\_ Job Duration: \_\_\_\_\_

Person to Contact for Interview: \_\_\_\_\_  
(Name) (Telephone)

Job Location: \_\_\_\_\_  
(Organization) (Full Address) (City & State)

Supervisor: \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
Telephone (include area code)

**SECTION V - JOB REQUIREMENTS**

Number of years of education required: \_\_\_\_\_

Number of months of experience required: \_\_\_\_\_

Desired major field of study: \_\_\_\_\_

Desired minor field of study: \_\_\_\_\_

**SECTION VI - SPECIAL SKILLS**

Check as many skills, training and special qualifications listed below as may be required for this job.

**EDU = Education Level**

- GED = General Equivalency Diploma \_\_\_\_\_
- HS = High School Graduate \_\_\_\_\_
- AA = Associates \_\_\_\_\_
- BA = Bachelor of Arts \_\_\_\_\_
- BS = Bachelor of Science \_\_\_\_\_
- MA = Master of Arts \_\_\_\_\_
- MS = Master of Science \_\_\_\_\_
- MED = Master of Education \_\_\_\_\_
- MBA = Master of Business Admin. \_\_\_\_\_
- PHD = Doctorate \_\_\_\_\_

Check Here

- MTH = Mathematics \_\_\_\_\_
- NSC = Natural Science \_\_\_\_\_
- PAD = Public Administration \_\_\_\_\_
- SSC = Social Science \_\_\_\_\_

Check Here

**SKL = Special Skill**

**HSC = High School Courses**

- PHY = Physics \_\_\_\_\_
- CHM = Chemistry \_\_\_\_\_
- TRG = Trigonometry \_\_\_\_\_
- AGR = Agriculture \_\_\_\_\_
- HME = Home Economics \_\_\_\_\_
- BIO = Biology \_\_\_\_\_
- TYP = Typing \_\_\_\_\_
- WWK = Woodworking \_\_\_\_\_
- WLD = Welding \_\_\_\_\_
- MCH = Mechanics \_\_\_\_\_
- CMP = Computers \_\_\_\_\_
- BKP = Bookkeeping \_\_\_\_\_

- PHG = Photography \_\_\_\_\_
- MDL = Model Building \_\_\_\_\_
- WWK = Woodworking \_\_\_\_\_
- MTL = Machine Tools \_\_\_\_\_
- MCH = Mechanics \_\_\_\_\_
- ELT = Electronics \_\_\_\_\_
- PBS = Public Speaking \_\_\_\_\_
- CKG = Cooking \_\_\_\_\_
- SEW = Sewing \_\_\_\_\_
- CHC = Child Care \_\_\_\_\_
- OEO = Office Equipment Operations \_\_\_\_\_
- DRW = Drawing \_\_\_\_\_

**LNG = Foreign Language**

- SPN = Spanish \_\_\_\_\_
- FRN = French \_\_\_\_\_
- GMN = German \_\_\_\_\_
- OTH = Other (Specify below) \_\_\_\_\_

**VT = Vocational Training**

- TYP = Typing \_\_\_\_\_
- BKP = Bookkeeping \_\_\_\_\_
- CPG = Computer Programming \_\_\_\_\_
- OEM = Office Equipment Maint. \_\_\_\_\_
- SVY = Surveying \_\_\_\_\_
- ETC = Engineering Technology \_\_\_\_\_
- HAC = Heating and Air Cond. \_\_\_\_\_
- WWK = Woodworking \_\_\_\_\_
- ELT = Electronics \_\_\_\_\_
- PLB = Plumbing \_\_\_\_\_
- MSN = Masonry \_\_\_\_\_
- ENM = Engine Mechanics \_\_\_\_\_
- DSM = Diesel Mechanics \_\_\_\_\_

**MUS = Music**

- VCL = Vocal \_\_\_\_\_
- INS = Instrumental \_\_\_\_\_

**ATH = Athletics**

- SWM = Swimming \_\_\_\_\_
- TNS = Tennis \_\_\_\_\_
- FTB = Football \_\_\_\_\_
- BSK = Basketball \_\_\_\_\_
- TRK = Track \_\_\_\_\_
- BSB = Baseball \_\_\_\_\_

**CC = College Course**

- AGR = Agriculture \_\_\_\_\_
- BUS = Business \_\_\_\_\_
- COM = Computer \_\_\_\_\_
- EDU = Education \_\_\_\_\_
- ENG = Engineering \_\_\_\_\_
- FAD = Fine Arts and Drama \_\_\_\_\_
- HSC = Health Science \_\_\_\_\_
- HUM = Humanities \_\_\_\_\_
- LAN = Language \_\_\_\_\_

**LIC = License or Certificate**

- LSC = Life Saving Certificate \_\_\_\_\_
- CPR = Cardio-Pulmonary Resuscitation \_\_\_\_\_
- DRL = Driver's License \_\_\_\_\_
- CHL = Chauffeur's License \_\_\_\_\_
- BOL = Bus Operator's License \_\_\_\_\_
- PIL = Pilot's License \_\_\_\_\_
- SCL = State Contractor's License \_\_\_\_\_

**SECTION VII - COMMENTS**

(Continued on reverse)

### **PRIVACY ACT STATEMENT**

The Military Selective Service Act and Selective Service Regulations authorize the Selective Service System to receive the information requested by this form. Your failure to provide this information may result in the lack of referrals of Alternative Service Workers for employment.

The principal use of the requested information is to assist the Selective Service System in placing Alternative Service Workers in appropriate jobs.

**PROCEDURAL DIRECTIVE  
ALTERNATIVE SERVICE JOB DATA FORM  
SSS FORM 157  
(RIPS/RIMS)**

**1. PURPOSE**

This form is used to obtain pertinent information on specific jobs available from employers with whom a current Alternative Service Employment Agreement (SSS Form 152) is in effect.

**2. PREPARATION**

Completed in original only, either by a representative of the employer or by an employee of the Alternative Service Office in consultation with the employer. A separate form is required for each different job category and title, although multiple job openings with identical requirement and standards may be recorded on one form.

**3. DISTRIBUTION**

Retained in the employer's file folder at the Alternative Service Office within whose geographical area the employer is located.

**4. DISPOSAL**

Destroyed 30 days after termination of the agreement between Selective Service and the employer.