

**SUPPORTING STATEMENT FOR  
SELECTIVE SERVICE SYSTEM FORM 164  
ALTERNATIVE SERVICE WORKER TRAVEL REIMBURSEMENT REQUEST**

1. Whenever the induction of young men into the Armed Forces is authorized under the provisions of the Military Selective Service Act, the Director of Selective Service becomes responsible for finding civilian work for persons exempted from Armed Forces training and service. These persons must be assigned to civilian work that contributes to the maintenance of the national health, safety, or interest for the same period of time as prescribed for those Selective Service System registrants inducted into the Armed Forces.

Upon the resumption of the induction process, the Selective Service System would immediately initiate an Alternative Service Program to administer its civilian work responsibilities. The use and collection of SSS Form 164, Alternative Service Worker Travel Reimbursement Request, would be a basic requirement in the conduct of this program.

There are no plans for any public use of this form prior to the resumption of induction. The form will only be used to train Selective Service System employees in the policies and procedures involved in the administration of the Selective Service System Alternative Service Program.

OMB approval is requested for SSS Form 164 so that a master copy of the approved form may be prepositioned and ready for immediate reproduction and use if induction is resumed.

2. The SSS Form 164, Alternative Service Worker Travel Reimbursement Request, will be used by the Alternative Service Worker to apply for reimbursement of expenses which he pays during travel to or from a designated location in compliance with an official order issued by the Selective Service. Without this form there would be no orderly, efficient procedure to reimburse the Alternative Service Worker for his legitimate expenses.
3. Consideration of improved technology to reduce burden is not applicable.
4. There is no duplication of this information.
5. Similar information does not exist.
6. Not applicable.
7. This is a one time action and cannot be conducted less frequently.

8. There are no special circumstances that require the collection to be conducted in a manner inconsistent with the guidelines in 5 CFR 1320.6.
9. The confidentiality of this information is assured both by Agency policy and Agency compliance with the provisions of the Privacy Act.
10. There are no questions of a sensitive nature on this form.
11. Since the form is in a contingency status only, the annualized cost to the Federal Government is considered to be \$1.00 because the form is already printed and prepositioned.
12. The number of respondents, the frequency of responses, and the annual burden are all considered to be one since the form is in a contingency status.
13. There are no changes in this burden.
14. Not applicable.