

**SUPPORTING STATEMENT FOR
ALTERNATIVE SERVICE PROGRAM FORMS**

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 training and service in the Armed Forces and for the placement of such persons in appropriate civilian work contributing 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 these forms is a basic requirement in the conduct of this program.

There are no plans for any public use of these forms prior the resumption of induction. The forms 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 these forms so that master copies of them may be pre-positioned in each Selective Service System Alternative Service Office ready for immediate reproduction and use if induction is resumed.

2. The following forms serve the designated functions:

SSS Form 152, Alternative Service Employment Agreement -- This form outlines the responsibilities of both the Selective Service System and employers of Alternative Service Workers, such as where the job is located and how the agreement may be terminated by either the Selective Service System or the employer. The information provided by the form constitutes the basic rules for the conduct of the Alternative Service Program.

Without such an agreement, there would be innumerable delays involving travel payments, reporting procedures, and releasing or assigning workers.

SSS Form 153, Employer Data Sheet -- Reports the primary nature of each potential employer of Alternative Service Workers. This information will assist the Selective Service System in placing Alternative Service Workers in jobs.

SSS Form 156, Skills Questionnaire -- This form will be used to obtain information concerning an Alternative Service Worker's education, skills, training, and experience. The information received will help the Selective Service System place the Alternative Service Worker in a job commensurate with his talents and training. Without this personalized information, the worker could be assigned to an Alternative Service job for which he is unqualified and where he would not be contributing to the national interest.

SSS Form 157, Alternative Service Job Data Form -- 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. It is against the information collected by this form that the individual worker's qualifications will be matched in order to place workers in jobs for which they are qualified. Without this information the placement of Alternative Service Workers would be a massive trial and error procedure which would waste both time and talent.

SSS Form 160, Request for Overseas Assignment -- This form will be used as a joint application for an overseas Alternative Service Job Assignment by the Alternative Service Worker and the prospective employer.

SSS Form 163, Employment Verification Form -- The Military Selective Service Act requires that Alternative Service Workers be assigned to work that contributes to the national health, safety, or interest for the same period of time as prescribed for Selective Service System registrants inducted into the Armed

Forces. The administration of this program requires periodic checks to verify that an Alternative Service Worker is fulfilling his commitment. This form is used for this purpose.

SSS Form 164, Travel Reimbursement Form -- Alternative Service Workers will use this form 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.

SSS Form 166, Claim for Reimbursement of Emergency Medical Care -- This form will be used by the Alternative Service Worker, his estate (if deceased), or his designated representative to initiate a claim for reimbursement of expenses for emergency medical care incurred during the course of an Alternative Service assignment. Without this form there would be no orderly, efficient procedure for initiating a claim for emergency medical care 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. The Military Selective Service Act allows the Director of Selective Service to determine which businesses contribute to the maintenance of the national health safety or interest. Certainly, some small businesses will be in this category. However, the reporting burden is an absolute minimum, requiring only the signature of the employer or his representative to record understanding and acceptance of the agreement.
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 the 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 pre-positioned.
12. There are no changes in the burden.
13. Not applicable.