



# SELECTIVE SERVICE SYSTEM

## SKILLS QUESTIONNAIRE (RIPS/RIMS)

Date Issued

Complete and Return Not Later Than

ASW's Selective Service No., Full Name, Complete Address

Alternative Service Office Number and Address

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**PURPOSE:** This form is provided to help you furnish information about your education, skills, and work experience which will help the Selective Service System place you in an alternative service job.

**INSTRUCTIONS:** COMPLETE Sections I, II, III and IV by providing as much information as applies to you. SIGN and DATE the form in Section V and RETURN the completed form to the Alternative Service Office.

**NOTE:** A prospective employer may require you to complete other documents during the interview/hiring process

**Willful submission of false information is a violation of the law and, upon conviction, is punishable by imprisonment for up to five years or a fine of not more than \$250,000, or both.**

### SECTION I - EDUCATION

I completed: \_\_\_\_\_ years of high school \_\_\_\_\_ years of vocational/trade school \_\_\_\_\_ years of college

My major field(s) of study in college was: \_\_\_\_\_

My minor field(s) of study in college was: \_\_\_\_\_

### SECTION II - JOB PREFERENCES

On a scale of 1 to 5, here is how I feel about the following general aspects of potential jobs. (Circle the appropriate number in each case.)

	Strongly Dislike	Dislike Somewhat	Neutral or Don't Know	Like Somewhat	Strongly Like
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

(Continue on reverse)

I would like to be considered for the following types of jobs:

(Circle the numbers that apply. If you have previous experience in any of these jobs, indicate how many months of experience you have and approximately how many hours per week you worked.)

	Months	Hours/Weeks		Months	Hours/Weeks
<b>O - Office</b>			<b>N - Nonconstruction Crafts &amp; Maintenance</b>		
1 - Clerical worker	___	___	1 - Telephone repairman	___	___
2 - Bookkeeper	___	___	2 - Heating and air conditioning worker	___	___
3 - Typist	___	___	3 - Office equipment repairman	___	___
4 - Computer programmer	___	___	4 - Automobile repairman	___	___
5 - Computer operator	___	___	5 - Grounds worker	___	___
<b>S - Service</b>			<b>H - Health</b>		
0 - Dietary aide	___	___	1 - Licensed practical nurse	___	___
1 - Waiter	___	___	2 - Physical therapist	___	___
2 - Housekeeper	___	___	3 - Orderly/nurses' aide	___	___
3 - Messenger	___	___	4 - Emergency medical technician	___	___
4 - Grocery clerk	___	___	5 - X-Ray technician	___	___
5 - Cook	___	___	<b>W - Social Service</b>		
6 - Child care worker	___	___	1 - Counselor	___	___
7 - Firefighter	___	___	2 - Social Worker	___	___
8 - Gas station attendant	___	___	3 - Coach	___	___
9 - Janitor	___	___	<b>A - Art Design and Communication</b>		
<b>E - Education</b>			1 - Artist	___	___
1 - Teacher aide	___	___	2 - Photographer	___	___
2 - Librarian	___	___	3 - Interpreter	___	___
3 - Tutor	___	___	4 - Cameraman (TV or Cinema)	___	___
4 - Recreation aide	___	___	<b>G - General</b>		
<b>I - Industrial</b>			1 - Administrator or Manager	___	___
1 - Machinist	___	___	2 - Salesman	___	___
2 - Printer	___	___	3 - Laborer	___	___
<b>D - Transportation</b>			4 - Religious group	___	___
1 - Car driver	___	___	5 - Other volunteer	___	___
2 - Boat operator	___	___	<b>C - Construction</b>		
3 - Truck driver	___	___	1 - Mason	___	___
4 - Bus driver	___	___	2 - Carpenter	___	___
<b>T - Technical</b>			3 - Electrician	___	___
1 - Laboratory aide	___	___	4 - Plumber	___	___
2 - Draftsman	___	___	5 - Metal worker	___	___
3 - Surveyor	___	___	6 - Heavy equipment operator	___	___
4 - Farmer	___	___			

(Continue on reverse)

**SECTION III - SKILLS AND SPECIAL QUALIFICATIONS**

I have the following skills, training and/or special qualifications: (Check as many as may apply.)

**EDU = Education Level**

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

**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

**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

**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

Check Here

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

Check Here

**SKL = Special Skill**

- 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)

**MUS = Music**

- VCL = Vocal
- INS = Instrumental

**ATH = Athletics**

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

**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

(Continue on reverse)

**SECTION IV -**

**PROPOSED ALTERNATIVE SERVICE JOB**

(Complete this section only if you have located a job which meets the standards for alternative service work.)

I would like to be considered for a job with the employer listed below. I have made tentative arrangements with this employer subject to your acceptance.

Name of Employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE (INCLUDE AREA CODE)

FAX NUMBER

EMAIL ADDRESS

**SECTION V - CERTIFICATION**

I certify that all of the information I have provided on this form is true, accurate, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(ALTERNATIVE SERVICE WORKER'S SIGNATURE)

**Privacy Act Statement**

The Military Selective Service Act and Selective Service Regulations authorizes the Selective Service System to receive the information requested on this form. However, you are not required to provide that information.

The principal use of the requested information is to assist the Selective Service to adjudicate your claim for postponement and/or reclassification promptly and equitably. This information may be furnished to the following agencies for the purposes indicated:

**Department of Justice** - to review and process suspected violations of the Military Selective Service Act and to litigate civil actions occurring under or incident to the Military Selective Service Act.

**Federal Bureau of Investigation** - to locate an individual suspected of violation of the Military Selective Service Act.

**Immigration and Naturalization Service** - to provide information for use in determining an individual's eligibility for reentry into the United States and for United States citizenship.

**Department of State** - for determination of an alien's eligibility for possible entry into the United States and United States citizenship.

**Department of Health and Human Services** - to locate parents pursuant to the Child Support Enforcement Act (42 U.S.C. 651 et seq).

Your failure to provide the requested information may result in denial of your claim for postponement and/or reclassification because of insufficient information.

**PROCEDURAL DIRECTIVE  
SKILLS QUESTIONNAIRE  
SSS FORM 156  
(RIPS/RIMS)**

**1. PURPOSE**

This form is used to obtain information concerning an Alternative Service Worker's education, training and experience. The data will help the Alternative Service Office in placing him in an alternative service job.

**2. PREPARATION**

Prepared in original only by the Alternative Service Worker.

**3. DISTRIBUTION**

The Area Office gives to Alternative Service Worker as an attachment to the Order to Report for Alternative Service (SSS Form 155). The Area Office sends the completed form to the Alternative Service Office to which they have assigned the Alternative Service Worker.

**4. DISPOSAL**

Retained in and destroyed with the Alternative Service File Folder (SSS Form 101A).