

SUPPORTING STATEMENT  
FOR  
SSS FORM 402  
UNCOMPENSATED REGISTRAR APPOINTMENT FORM  
(3240-0010)

1. All male citizens of the United States are required to register with the Selective Service System within 30 days of their 18<sup>th</sup> birthday in accordance with the provisions of the Military Selective Service Act and presidential Proclamation 4771, as amended by Proclamation 7275.
  - a. Within the United States the great majority of young men required to register with the Selective Service System do so at their U.S. Post Office, on the Internet ([www.sss.gov](http://www.sss.gov)), or through various automated registration programs. However, the Selective Service System has found the presence of official uncompensated Registrars in certain locations, such as high schools, and/or associated with Federal programs such as the Workforce Investment Act training programs have resulted in registration of many young men who, without the assistance of these volunteer Registrars, would not have otherwise registered with the Selective Service System.
  - b. At any given time there will be a substantial number of U.S. citizens in foreign countries who have a legal requirement to register. The use of volunteer Registrars is of great importance providing an opportunity for these young men to fulfill their legal obligation.
2. The Uncompensated Registrar Appointment Form, SSS Form 402, provides means of (1) establishing authority for the volunteer to act officially as a Selective Service Registrar; (2) of verifying that status and performance of duty to Federal, state and local government agencies, and the general public; and (3) of recording the volunteer's waiver of pay and compensation and oath of office.

The SSS Form 402, Uncompensated Registrar Appointment, will serve as a locator card for the Selective Service System and as verification that the Registrar has met the requirements mandated by law and Selective Service System regulations. The SSS Form 402 also confirms the appointment of Registrars.

The Department of State (DOS) has a long standing agreement with the Selective Service System to assist in the overseas registration of U.S. citizens who reside abroad at the time they are required to register. Unpaid volunteer citizens are appointed as Registrars to serve in areas where the number of persons to be registered is a consideration or where locations distant from DOS posts constitute a further consideration. The senior consular official at each overseas DOS post, within their areas of jurisdiction, contacts, facilitates appointments of, and instructs these Registrars.

3. No consideration has been given to the use of improved technology to reduce the burden because of the simplicity of the form and the necessity of obtaining the signature of each subject volunteer.

4. The oath of office and waiver of pay items on this form make it unique within the world and because of this uniqueness there can be no duplication in the collection of information.
5. There is no similar information available.
6. The collection of information involves no small organizations.
7. Without overseas Registrars, many U.S. citizens would not be able to register while overseas and, consequently, would be in violation of the Military Selective Service Act. Other Registrars assist in registering young men who are candidates for Federal job training programs.
8. Collection of this information conforms to the guidelines in 5 CFR 1320.6.
9. No consultations have been made with persons outside the Agency.
10. The confidentiality of this information is assured both by Agency policy and Agency compliance with the provisions of the Privacy Act.
11. The information provided on this form is given voluntarily, and may be, in some cases, of a sensitive nature. However, without this information, an applicant cannot be appointed.
12. The annual cost for the collection and maintenance of this information is estimated to be \$7,020.
  - a. The annual costs for processing, verifying, analyzing, and maintaining the files (i.e., database maintenance) of uncompensated Registrars are estimated to be \$3,235.
    - (1) The estimated cost of editing, online transactions, and microfilm preparation is \$2,160 (GS-9/5, 60 hrs, 36.25% benefits).
    - (2) The estimated cost of batching and microfilming is \$400 (GS-6/5, 15 hours, 36.25% benefits).
    - (3) The estimated cost for data entry is \$556 (GS-4/5, 26 hours, 36.25% benefits).
    - (4) The estimated cost of data entry file creation for IT processing is \$119 (GS-7/5, 4 hours, 36.25% benefits).
  - b. The annual costs for assisting the Department of Labor, other Federal agency, and high school officials are estimated to be \$3,785.
    - (1) The estimated cost of processing, verifying, analyzing and maintaining the files of uncompensated Registrars is \$2,800 (GS-13/5, 40 hours, 36.25% benefits).

(2) The estimated USPS mailing cost is \$985 (450 appointment packets @ \$2.19 ea.).

13. Estimate of the burden of the collection of information.

Respondents 295

Frequency One time

Burden per Response 5 minutes

Estimated Burden 24.58 hours =  $\frac{(295 \times 5)}{60}$

The SSS is not required to use an information collection budget.

14. Not applicable.

15. Not applicable.

PROCEDURAL DIRECTIVE  
UNCOMPENSATED REGISTRAR APPOINTMENT  
SSS FORM 402  
(PPPM)

1. PURPOSE

To serve as a document to: (a) obtain basic data from persons under consideration for appointment to uncompensated Registrar positions, (b) appoint Registrars, and (c) record the Oath of Office and Waiver of Pay required of uncompensated personnel of the Selective Service System.

2. PREPARATION

The form is to be prepared in original only and signed with a black ink ballpoint pen.

Each individual volunteering to perform the functions of a Registrar, whether he or she is a compensated employee of the United States government or working in private industry, will be required to provide the information requested and then sign and date the Oath of Office and Waiver of Pay and Travel Reimbursement statements.

The program coordinator (National Headquarters or Region Headquarters personnel designated to manage a special registration program for which Registrars are appointed) is to verify the information submitted by the applicant and upon completion of verification process the appointment of the applicant as an uncompensated Registrar.

3. DISTRIBUTION

Completed forms for Registrars located in one of the United States, its territories or possessions will be forwarded to the appropriate Region Headquarters, the Data Management Center, or National Headquarters.

Completed forms for Registrars located in a foreign country will be forwarded to National Headquarters.

Completed forms received at any of the aforementioned locations are to be filed alphabetically by state/country and special program code.

4. DISPOSAL

The SSS Form 402 will be destroyed by shredding, macerating, or burning five years after termination of appointment.