

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.



**SELECTIVE SERVICE SYSTEM**  
**Uncompensated Registrar Appointment**  
**High School Registrar Program (HS7)**

**Region I**

Connecticut  
 Delaware  
 District of Columbia  
 Illinois  
 Indiana  
 Maine  
 Maryland  
 Massachusetts  
 Michigan  
 New Hampshire  
 New Jersey  
 New York  
 New York City  
 Ohio  
 Pennsylvania  
 Rhode Island  
 Vermont  
 Wisconsin

**Region II**

Alabama  
 Arkansas  
 Florida  
 Georgia  
 Kentucky  
 Louisiana  
 Mississippi  
 North Carolina  
 Puerto Rico  
 South Carolina  
 Tennessee  
 Texas  
 Virginia  
 Virgin Islands  
 West Virginia

**Region III**

Alaska  
 Arizona  
 California  
 Colorado  
 Guam  
 Hawaii  
 Iowa  
 Idaho  
 Kansas  
 Minnesota  
 Missouri  
 Northern Mariana Islands  
 Montana  
 North Dakota  
 Nebraska  
 Nevada  
 New Mexico  
 Oklahoma  
 Oregon  
 South Dakota  
 Utah  
 Washington  
 Wyoming

Once you have completed and signed the SSS Form 402 (HS7) – Uncompensated Registrar Appointment, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System  
 Region I  
 2834 Green Bay Road  
 Building 3400, Suite 276  
 North Chicago, IL 60064-9983  
 Fax (847) 688-3433

Selective Service System  
 Region II  
 2400 Lake Park Drive  
 Suite 270  
 Smyrna, GA 30080-8979  
 Fax (770) 319-5631

Selective Service System  
 Region III  
 3401 Quebec Street  
 Stapleton Bldg., # 1014  
 Denver, CO 80207-2323  
 Fax (720) 941-1685

We estimate the public reporting burden for this collection will vary from two minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspects of the collection of information, including suggestions for reducing this burden to: Selective Service System, SSS Forms Officer (3240-0010), Arlington, VA 22209-2425. The OMB control number 3240-0010, is currently valid. Persons are not required to respond to this collection unless it displays a valid OMB control number.



**SELECTIVE SERVICE SYSTEM**  
**Uncompensated Registrar Appointment**  
**Workforce Investment Act Registrar Program (UT1)**

<b>Region I</b>	<b>Region II</b>	<b>Region III</b>
Connecticut	Alabama	Alaska
Delaware	Arkansas	Arizona
District of Columbia	Florida	California
Illinois	Georgia	Colorado
Indiana	Kentucky	Guam
Maine	Louisiana	Hawaii
Maryland	Mississippi	Iowa
Massachusetts	North Carolina	Idaho
Michigan	Puerto Rico	Kansas
New Hampshire	South Carolina	Minnesota
New Jersey	Tennessee	Missouri
New York	Texas	Northern Mariana Islands
New York City	Virginia	Montana
Ohio	Virgin Islands	North Dakota
Pennsylvania	West Virginia	Nebraska
Rhode Island		Nevada
Vermont		New Mexico
Wisconsin		Oklahoma
		Oregon
		South Dakota
		Utah
		Washington
		Wyoming

Once you have completed and signed the SSS Form 402 (UT1) – Uncompensated Registrar Appointment, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System Region I 2834 Green Bay Road Building 3400, Suite 276 North Chicago, IL 60064-9983 Fax (847) 688-3433	Selective Service System Region II 2400 Lake Park Drive Suite 270 Smyrna, GA 30080-8979 Fax (770) 319-5631	Selective Service System Region III 3401 Quebec Street Stapleton Bldg., # 1014 Denver, CO 80207-2323 Fax (720) 941-1685
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**SELECTIVE SERVICE SYSTEM**  
**Uncompensated Registrar Appointment**  
**National Farm-Worker Jobs Registrar Program (FOP)**

<b>Region I</b>	<b>Region II</b>	<b>Region III</b>
Connecticut	Alabama	Alaska
Delaware	Arkansas	Arizona
District of Columbia	Florida	California
Illinois	Georgia	Colorado
Indiana	Kentucky	Guam
Maine	Louisiana	Hawaii
Maryland	Mississippi	Iowa
Massachusetts	North Carolina	Idaho
Michigan	Puerto Rico	Kansas
New Hampshire	South Carolina	Minnesota
New Jersey	Tennessee	Missouri
New York	Texas	Northern Mariana Islands
New York City	Virginia	Montana
Ohio	Virgin Islands	North Dakota
Pennsylvania	West Virginia	Nebraska
Rhode Island		Nevada
Vermont		New Mexico
Wisconsin		Oklahoma
		Oregon
		South Dakota
		Utah
		Washington
		Wyoming

Once you have completed and signed the SSS Form 402 (FOP) – Uncompensated Registrar Appointment, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System Region I 2834 Green Bay Road Building 3400, Suite 276 North Chicago, IL 60064-9983 Fax (847) 688-3433	Selective Service System Region II 2400 Lake Park Drive Suite 270 Smyrna, GA 30080-8979 Fax (770) 319-5631	Selective Service System Region III 3401 Quebec Street Stapleton Bldg., # 1014 Denver, CO 80207-2323 Fax (720) 941-1685
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**SELECTIVE SERVICE SYSTEM**  
**Uncompensated Registrar Appointment**  
**Federal Bureau of Prisons Registrar Program (SBR)**

<b>Region I</b>	<b>Region II</b>	<b>Region III</b>
Connecticut	Alabama	Alaska
Delaware	Arkansas	Arizona
District of Columbia	Florida	California
Illinois	Georgia	Colorado
Indiana	Kentucky	Guam
Maine	Louisiana	Hawaii
Maryland	Mississippi	Iowa
Massachusetts	North Carolina	Idaho
Michigan	Puerto Rico	Kansas
New Hampshire	South Carolina	Minnesota
New Jersey	Tennessee	Missouri
New York	Texas	Northern Mariana Islands
New York City	Virginia	Montana
Ohio	Virgin Islands	North Dakota
Pennsylvania	West Virginia	Nebraska
Rhode Island		Nevada
Vermont		New Mexico
Wisconsin		Oklahoma
		Oregon
		South Dakota
		Utah
		Washington
		Wyoming

Once you have completed and signed the SSS Form 402 (SBR) – Uncompensated Registrar Appointment, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System Region I 2834 Green Bay Road Building 3400, Suite 276 North Chicago, IL 60064-9983 Fax (847) 688-3433	Selective Service System Region II 2400 Lake Park Drive Suite 270 Smyrna, GA 30080-8979 Fax (770) 319-5631	Selective Service System Region III 3401 Quebec Street Stapleton Bldg., # 1014 Denver, CO 80207-2323 Fax (720) 941-1685
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**SELECTIVE SERVICE SYSTEM**  
**Uncompensated Registrar Appointment**  
**State Correction Institutions Registrar Program (STC)**

<b>Region I</b>	<b>Region II</b>	<b>Region III</b>
Connecticut	Alabama	Alaska
Delaware	Arkansas	Arizona
District of Columbia	Florida	California
Illinois	Georgia	Colorado
Indiana	Kentucky	Guam
Maine	Louisiana	Hawaii
Maryland	Mississippi	Iowa
Massachusetts	North Carolina	Idaho
Michigan	Puerto Rico	Kansas
New Hampshire	South Carolina	Minnesota
New Jersey	Tennessee	Missouri
New York	Texas	Northern Mariana Islands
New York City	Virginia	Montana
Ohio	Virgin Islands	North Dakota
Pennsylvania	West Virginia	Nebraska
Rhode Island		Nevada
Vermont		New Mexico
Wisconsin		Oklahoma
		Oregon
		South Dakota
		Utah
		Washington
		Wyoming

Once you have completed and signed the SSS Form 402 (STC) – Uncompensated Registrar Appointment, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System Region I 2834 Green Bay Road Building 3400, Suite 276 North Chicago, IL 60064-9983 Fax (847) 688-3433	Selective Service System Region II 2400 Lake Park Drive Suite 270 Smyrna, GA 30080-8979 Fax (770) 319-5631	Selective Service System Region III 3401 Quebec Street Stapleton Bldg., # 1014 Denver, CO 80207-2323 Fax (720) 941-1685
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