

FORMS

PROCEDURAL DIRECTIVES

SUPPORTING STATEMENT

**SUPPORTING STATEMENT
SSS FORM 1 (DOS), SSS-1 (UT1) SSS-1M (UPO),
AND SSS FORM 2**

A. JUSTIFICATION

1. The Military Selective Service Act stipulates that the Selective Service System (SSS) must be ready to provide the untrained manpower required to staff our Armed Services during a military emergency. This requirement makes the collection of this information necessary.

2. The principal purpose of the required information is to ensure the accuracy and completeness of the registration data maintained by the SSS for the purpose of establishing registration. This information may be furnished to the following for the purposes stated:

DEPARTMENT OF JUSTICE– for review and processing of suspected violation of the Military Selective Service Act, or for perjury, and for defense of a civil action arising from administrative processing under such Act.

DEPARTMENT OF STATE & U.S. CITIZENSHIP AND IMMIGRATION SERVICES– for collection and evaluation of data to determine a person’s eligibility for entry/re-entry into the United States and for U.S. Citizenship.

DEPARTMENT OF DEFENSE & COAST GUARD– for exchange of data concerning registration, classification, induction, and examination of registrants and for identification of prospects for recruiting.

DEPARTMENT OF LABOR– to assist veterans in need of data concerning re-employment rights, and determining eligibility for benefits under the Workforce Investment Act.

DEPARTMENT OF EDUCATION– to determine eligibility for student financial assistance.

OFFICE OF PERSONNEL MANAGEMENT & U.S. POSTAL SERVICE– to determine eligibility for employment.

DEPARTMENT OF HEALTH AND HUMAN SERVICES– to determine a person’s proper Social Security Account Number and for locating parents pursuant to the Child Support Enforcement Act.

STATE AND LOCAL GOVERNMENTS– to provide data which may constitute evidence and facilitate the enforcement of state and local law.

ALTERNATIVE SERVICE EMPLOYERS– for exchange of information with employers regarding a registrant who is a conscientious objector for the purpose of placement and supervision of performance of alternative service in lieu of induction into military service.

BUREAU OF CENSUS– for the purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13.

GENERAL PUBLIC-- Registrant's name, Selective Service Number, Date of Birth and Classification (Military Selective Service Act, Section 6, 50 U.S.C. App. 456h).

Failure to provide the required information may violate the Military Selective Service Act. Conviction for such a violation may result in imprisonment for up to five years and/or a fine of not more than \$250,000.

3. The SSS Form 1 and SSS Form 2 in its present format should require no more than two (2) minutes to complete by each respondent. Registration with Selective Service is mandatory by Presidential Proclamation 4771 and 32 CFR 1615.1. There is no substitute for a completed and signed SSS Form 1 and SSS Form 2 to fulfill this requirement.
4. We know of no duplication of data, including Selective Service Number.
5. We know of no other system or records comparable to the information base collected to satisfy the registration requirements by Proclamation 4771 and 32 CFR 1615.1: that males born after December 31, 1959, who have reached their 18th birthday, register.zd1
6. N/A. The information collection does not involve small organizations.
7. Collection of updates or corrections to the registrant data file on any basis, other than on a continuing basis, when necessary, would result in an incomplete and outdated data base for use in the event of a mobilization during a national emergency.
8. This collection conforms to all regulations and guidelines applicable to Federal information collection activities.
9. Consultations outside the Agency.

N/A to SSS-1 (DOS), SSS-(UT1), SSS-1M (UPO), and SSS Form 2

The SSS-1(DOS), SSS-1M (UPO), SSS Form 1 (UT1), and the SSS Form 2 are generated from the SSS Registration Program.

Specially coded forms are used for such programs as:

- A. The Registration Forms are prepared in an original only by the registrant.
 - B. SSS Form 1 (UPO), SSS Form1 (UT1) and SSS Form 1 (DOS). A three-character code is used in the right-hand corner of the SSS Form 1 for these as well as other special registration programs. Completed forms will be submitted to the registrar who will verify the entries, including the signature, accept the completed form from the registrant, and initial and date the form.
 - C. N/A, no unresolved problem.
 - D. Public contacts and comments. Comments are obtained from Congress, OMB, and the public through the usual channels, such as the Federal Register, periodic reports to OMB and the Congress, and the annual budget review process. Comments and SSS responses are furnished upon request.
10. The information collected to update registrants' files is used only according to the Privacy Act Notification printed on each form supported by this Supporting Statement.

Source documents are maintained in a controlled environment during preparation for computer processing. Thereafter, the information is maintained on magnetic tapes and microfilms which are stored in a secure facility. The paper source documents are then macerated. The information collection complies with the Privacy Act of 1974, OMB Circular A-108, and OMB Matching Guidelines dated May 11, 1982.

11. Information collected in the forms is necessary to determine if the respondent is exempt from the registration requirement. The MSSA specifies exemptions which are allowed, and the questions are in conformance with the provisions of the governing regulation.
12. Estimates of Annualized Cost:

During CY 2013, SSS received 2,459,030 registrations

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|------------------|---------------------|
| USPS Processing: | \$ 83,274.88 |
| Personnel Cost | \$ 77,087.77 |
| Printing Cost: | \$ <u>59,878.64</u> |
| Total | \$ 220,241.29 |

Personnel Resources:

DMC Production FTE = 37
Hours per FTE = 1,776

(SSS Form 1 (UT1), SSS Form 1 (DOS), SSS Form 1M (UPO), and SSS Form 2 total 31.45% (773,446) of all registrations receipts or workload.)

13. Estimate of the burden of the collection of information from SSS Form 1 (UT1), SSS Form 1 (DOS), SSS Form 1M (UPO), and SSS Form 2:

Respondents: 773,446

Frequency: One Time

Burden per Respondent: .0333 hour

Total estimated annual
Public burden: $429.26. = \frac{(773,446 \times .0333)}{60}$

There is no remuneration to persons supplying the information.

14. Since this was last done, there has been no significant change in the SSS Form 1. However, the majority of registrations are now received through automated processes, greatly reducing the public burden.
15. Plans for tabulation and publication include ad hoc and quarterly releases of registration information to the media, as well as the Annual Report of the Director to the Congress.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS.

N/A to SSS. Statistical methods are not used in the collection described in this statement

**PROCEDURAL DIRECTIVE
REGISTRATION FORM
SSS FORM 1(DOS)
(RIMS)**

1. PURPOSE

To provide a documentary record of a person's registration under the Military Selective Service Act, also, used to create the registrant computerized record in the Registrant Information Management System data base.

2. PREPARATION

The Registration Form is prepared in an original only by the registrant. Except as otherwise authorized by the Director, the SSS FORM 1(DOS) will be provided in United States Embassy or Consulate. The SSS FORM 1(DOS) form is completed and mailed to the Selective Service Data Management Center by the overseas embassy/consulate SSS registrar.

3. DISTRIBUTION

The completed Registration Forms will be forwarded by the registrar and mailed to the Data Management Center. The Data Management Center will verify each Registration Form and will make data entries into the computerized record based on information contained on the form.

4. DISPOSAL

The Registration Forms representing valid registrations will be retained by the Data Management Center until disposal is authorized by the Director of Selective Service.

**PROCEDURAL DIRECTIVE
REGISTRATION FORM
SSS FORM 1M (UPO)
(RIMS)**

1. PURPOSE

To provide a documentary record of the registration of a person registered under the Military Selective Service Act, and to serve as physical proof of the registration in support of the computerized record in the Registrant Information Management System (RIMS) data base. The SSS Form 1M (UPO) is used for the continuous Mail-back Registration at Post Offices.

2. PREPARATION

The Registration Form is prepared in an original by the registrant.

3. DISTRIBUTION

The completed Registration Form will be mailed by the person completing the form to the Selective Service System Data Management Center. The Data Management Center will verify each Registration Form and will make data entries into the registrant data base based on information contained on the form.

4. DISPOSAL

The Registration Forms representing valid registrations will be retained by the Data Management Center until disposal is authorized by the Director of Selective Service.

**PROCEDURAL DIRECTIVE
REGISTRATION FORM
SSS FORM 1M
(RIMS)**

1. PURPOSE

To provide a documentary record of the registration of a person registered under the Military Selective Service Act, and to serve as physical proof of the registration in support of the computerized record in the Registrant Information Management System (RIMS) data base. The SSS Form 1M is used for the continuous Mail-back Registration Program, the annual Department of Defense High School Mailing, and for other special registration improvement projects.

2. PREPARATION

The Registration Form is prepared in an original only by the registrant. The parent or legal guardian of a handicapped registrant may assist.

3. DISTRIBUTION

The completed Registration Form will be mailed by the person completing the form to the Selective Service System Data Management Center. The Data Management Center will verify each Registration Form and will make data entries into the registrant data base based on information contained on the form.

4. DISPOSAL

The Registration Forms representing valid registrations will be retained by the Data Management Center until disposal is authorized by the Director of Selective Service.

**PROCEDURAL DIRECTIVE
CHANGE OF INFORMATION FORM
SSS FORM 2
(RIMS)**

1. **PURPOSE**

To provide registrants with a means to advise the Selective Service System of changes in the information continued in the registrant's record in the Registrant Information Management System (RIMS). It is used to update the computerized record in RIMS.

2. **PREPARATION**

The Change of Information Form is prepared in an original only by the registrant when a change in any one (or more) of the data entry items reported initially on the Registration Form occurs.

3. **DISTRIBUTION**

Supplies of this form are available in post offices and, for registrants living abroad, at U.S. Embassies or Consulates. The completed SSS Form 2 is mailed to the Selective Service System Data Management Center.

4. **DISPOSAL**

The Change of Information Forms will be retained by the Data Management Center until disposal is authorized by the Director of Selective Service.

**PROCEDURAL DIRECTIVE
REGISTRATION FORM
SSS FORM 1 (UT1)**

1. PURPOSE

To provide a documentary record of the registration of a person registered under the Military Selective Service Act, and to serve as physical proof of the registration in support of the computerized record in the Registration Information and Management System (RIMS) data base. The SSS Form 1 UT1 (WIA) is the *Workforce Investment Act* and is use by registration age males who participate in the Workforce Investment Act Program

2. PREPARATION

The Registration Form is prepared in an original by the registrant.

3. DISTRIBUTION

The completed Registration Form will be given to the person completing the form by the coordinator of the Department of Labor Workforce Investment Act Program and they, in turn, will send the form to the Selective Service System Data Management Center. The Data Management Center will verify each Registration Form and will make data entries into the registrant data base based on information contained on the form.

4. DISPOSAL

The Registration Forms representing valid registrations will be retained by the Data Management Center until disposal is authorized by the Director of Selective Service.