

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)

Region I	Region II	Region III
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)

Region I	Region II	Region III
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)

Region I	Region II	Region III
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)

Region I	Region II	Region III
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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