

PROCEDURAL DIRECTIVE  
ACKNOWLEDGEMENT AND CORRECTION CHANGE FORM  
SSS FORMS 3A AND 3B LETTER (RIMS)

1. PURPOSE

Acknowledgement SSS Forms 3A and 3B Letter: To provide each registrant, within 90 days of the registration, a copy of the data contained in his computerized file in the Registration Information and Management System (RIMS), and to provide a legal verification of his compliance with the Military Selective Service Act (MSSA). The SSS Form 3B is attached to or enclosed with the SSS Form 3A and contains information for the same person; its collateral purpose is to provide a means for the registrant to provide Selective Service with additions or corrections to his record. Upon the registrant's returning of the SSS Form 3B showing the desired changes, his RIMS record is updated by the Selective Service System to reflect the corrections and/or additions.

Correction/Change Form SSS Form 3B Letter: To provide a form on which corrections to the record data can be made by the registrant. The computerized file is updated by the SSS DMC upon the registrant's returning the SSS Form 3B showing the desired changes. An envelope is provided for this purpose.

2. PREPARATION

These forms are prepared in original only by the Selective Service System and mailed to the registrant. This action occurs (1) within 90 days of the initial registration, or (2) following receipt of a change of key information for the registrant. Stocks of these forms are maintained by the DMC.

3. DISTRIBUTION

The Acknowledgment Letter is mailed to the registrant by the DMC.

4. DISPOSAL

The registrant is encouraged to retain his Acknowledgment Letter in a safe place. The SSS Form 3B, when received by the DMC with changes marked, will be used as a source document for updating the computer record in RIMS. The hard copy is destroyed after computer processing and conversion to microfilm.