



Selective Service System

National Headquarters / Arlington, VA 22209-2425

Headquarters Order

EFFECTIVE DATE: August 19, 2004

RESPONSIBLE OFFICE: GC

NUMBER: 04-23

SUBJECT: State Directors

1. **PURPOSE**

This Headquarters Order prescribes the eligibility, tenure, and line of authority for State Directors of the Selective Service System (SSS) and its Region Directors' responsibility in the appointment process for Agency State Directors.

2. **APPOINTING AUTHORITY**

The Director of the Selective Service System is authorized by delegation of the President (Executive Order 9979 of July 20, 1948) to appoint, upon the recommendation of the respective governor or comparable executive official, State Directors of the Selective Service System, and to fix, in accordance with the Classification Act of 1949, as amended, their compensation. Whenever an office of a State Director is vacant or the incumbent is unable to perform the duties of the office, the SSS Director may designate an Acting State Director for a state.

3. **TENURE**

State Directors and Acting State Directors serve at the pleasure of the Selective Service System Director.

4. **ELIGIBILITY FOR APPOINTMENT**

Effective with the issuance of this Headquarters Order, the SSS Director will consider for appointment as State Director a person who:

- has been recommended for appointment by the governor or comparable executive official of the State;
- is a citizen of the United States;
- is a resident of the State;
- is a civilian who is not a member of the Ready Reserve (including the National Guard), or in any Reserve status subject to being ordered immediately to active duty;

- is committed to full time Federal employment as State Director when inductions are authorized and as requested by the SSS Director;
- is in compliance with the Military Selective Service Act;
- is not the spouse, parent, child or sibling of a compensated or uncompensated employee or person in the service of the Selective Service System in the State;
- is not in an elected or appointed position of a Federal agency or of a state or local government; and,
- is not employed by public or private enterprise to handle Selective Service matters, or is not holding a position in public or private enterprise, the duties of such a position when faithfully executed, would be incompatible with the duties of a SSS State Director.

5. **LINE OF AUTHORITY**

State Directors are Federal officials who report to the Region Director of the Region in which they are located.

6. **RESPONSIBILITY**

- a. The SSS Director will inform Region Directors of all personnel actions pertaining to State Directors and Acting State Directors in their respective Regions.
- b. Region Directors will:
 - represent the SSS Director in working with governors' offices and nominees to fill State Director (SD) vacancies.
 - at the time of requesting a recommendation from a governor's office to fill a State Director vacancy, provide the office, if known or able to be determined, with the name(s) and qualifications of a person or persons highly qualified to fill the position for the governor's consideration prior to his/her submitting a recommendation to the SSS;
 - ensure that governors and nominees for State Directors are aware of the role, status, qualifications and administrative information (e.g., salary) of the position of State Director;
 - forward a governor's recommendation for appointment of a State Director, or a resignation by a State Director, together with their recommendations to the SSS Director; and,

- forward recommendations for the designation of Acting State Directors and for removal of a State Director to the SSS Director.
- c. State Directors will inform their respective Region Director of any changes in their personal situation which, had it occurred before their appointment, would have made them ineligible for appointment as State Director. Region Directors will forward all pertinent information together with their recommendations to the SSS Director.

7. **SUPERSESION**

This Headquarters Order supersedes Headquarters Order 02-01, dated February 11, 2002.


Jack Martin
Acting Director

Distribution: 1, 2, 5-7, 30

PRIVACY ACT STATEMENT

The Military Selective Service Act, Selective Service regulations, and the President's Proclamation on Registration require that you provide the indicated information, including your Social Security Account Number. The principal purpose of the required information is to establish or verify your registration with the Selective Service System. This information may be furnished to other government agencies for the stated purposes on a selective basis.

- Department of Justice - for review and processing of suspected violations 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 & U.S. 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.
- 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.
- 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).
- Bureau of the Census - for the purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13.

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.