

**Selective Service System
Headquarters, REGION III
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RIII includes:
Guam
Northern Mariana Islands

Region Director Functions. Region Directors, under the direct control of the Director of Operations, are responsible for the following:

- **In peacetime:**
 - Manages Agency activities within the Region boundaries to include supervision of State Directors;
 - Conducts registration improvement activities within the Region;
 - Schedules, administers, and manages all Selective Service System training within the Region;
 - Coordinates the Selective Service System Public Affairs Program within the Region;
 - Processes appointments and provides training for Local, and District Appeal Board Members;
 - Recruits and provides assignments and training to military reservists;
 - Organizes and manages the Region Headquarters in preparation for a smooth transition to activate operations, including developing detailed written plans for all Region, State, Area Offices, and Area/Alternative Service Offices within the Region in accordance with Annex D of the Readiness Plans;
 - Develops an Alternative Service plan and program for the Region; and,

- Establishes guidance and procedures that delineate the operational relationships between states and Area/ Alternative Service Offices that will facilitate and enhance inter/intra state mutual support.
- Upon Activation:
 - Executes a smooth and rapid transition from peacetime to activation of all Selective Service System elements within the Region;
 - Continues the first five peacetime functions cited above;
 - Provides all administrative, personnel, and logistical support to the State Headquarters, Area Offices, and Alternative Service Offices;
 - Provides legal, Inspector General, and support services to the states within the Region;
 - Provides liaison personnel to the Military Entrance Processing Stations (MEPS) within the Region;
 - Assures consistency of registrant classification actions;
 - Provides logistical and administrative support to the District Appeal Boards;
 - Directs and manages Alternative Service activities within the Region; and,
 - Delegates authority to the State Directors for direct coordination with neighboring State Directors.

State Headquarters

Upon activation, the Selective Service System would have a Headquarters in each State, New York City, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico and the Virgin Islands, headed by a State Director who is appointed by the Director of Selective Service upon the recommendation of the Governor of the State. Currently, the State Directors are appointed and functioning.

State Director Functions. The functions of the State Directors, under the operational control of the Region Directors, are as follows:

- **In peacetime:**
 - Recruits and arranges for the recommendation (from state governors) of Local Board Members, and assists in recruiting applicants for District Appeal Board membership;
 - Participates in designated registration program activities within the State;
 - Conducts the public affairs program within the State in coordination with the Region Director, and within the scope and intent of the National program;
 - Assists, when requested by the Region Director, in appropriate training for uncompensated employees and members of the Reserve Forces in the State;
 - Provides liaison between the Selective Service System and the State government and with Congressional representatives, as appropriate;

- Prepares for activation operations and other contingencies; and,
 - Assists the Region Headquarters in planning the Alternative Service Program for the State.
- **Upon Activation:**
- Activates State Headquarters and executes State, Area Office, and Area/Alternative Service Office Readiness Plans. Continues the first five peacetime functions cited above;
 - Selects compensated employees to be hired at the State Headquarters, and reviews/approves persons recommended by the Reserve Force Officer Task Force;
 - Assumes responsibility for all State Headquarters operations;
 - Directs and supervises Area Office and Alternative Service Office operations within the State;
 - Monitors classifications on a statistical basis, refers individual cases for consideration by an Appeal Board, when appropriate, and settles problems of jurisdiction among Local Boards within the State in accordance with Selective Service regulations;
 - Manages the Alternative Service program within the State; and,

- Maintains liaison with each MEPS, through the MEPS Liaison Personnel, that receives registrants from the State Director's area of responsibility.

Reserve Force Officers

When required, Selective Service Reserve Force Officers (RFOs) would be available to augment the full-time Selective Service staff, thereby bringing the Selective Service System field structure into a fully operational status quickly and efficiently. As part of State Headquarters Task Forces, they would open the 442 Area Offices at predesignated locations. Approximately fifteen hundred Area Office Augmentees (AOAs) will assist Selective Service for up to 90 days. Selective Service Reserve Force Officers would also support the State Director in the reestablishment of the State Headquarters Office, provide liaison with the Governor, and assume designated responsibilities of the State Headquarters.

When an RFO goes to an Area Office location, the RFO will:

- Establish an assigned Area Office and ensure proper space, equipment, and supplies are available.
- Hire a civilian manager and staff to run the Area Office.
- Ensure administrative support is provided to the Local Boards assigned to the Area Office.

RFOs assist the Agency in meeting mobilization readiness mission requirements under activation or under emergency conditions. Their duties include training, plus peacetime and activation readiness activities.

RFOs must be well acquainted with specific Federal law and regulations plus Selective Service policies and procedures, since the Agency relies on RFOs to reconstitute the field structure upon activation or in an emergency, and to maintain local contact with the public. RFOs are expected to train Board Members, Area Office Augmentees, and (upon activation) the compensated civilian staff which will be hired to manage field offices. RFOs may work at any level within the Selective Service System (NHQ, RHQ, SHQ, Area Office, and Area/Alternative Service Office); thus they cross-train on a variety of readiness assignments.

Reserve Force Officer Functions.

□ **In peacetime:**

- Recruits, interviews, and trains Local and District Appeal Board Members;
- Trains Area Office Augmentees to reconstitute and assist with the activation of Area Offices;
- Develops and refines readiness plans for Area Offices/ Alternative Service Offices to ensure space, equipment, and supplies are available;
- Determines sources for civilian new-hires;
- Participates in special planning and research tasks to enhance mission capability and readiness; and,
- Implements the registration program activities.

□ Upon Activation:

- Reports to predesignated assignment locations at the State Headquarters;
- Prepares activation folders for each Area Office and Area/Alternative Service Office using the Automated Mobilization Planning System (AMPS) printouts furnished by RHQ. (Activation folders are for each activation team responsible for the start-up of an individual or group of AO(s) or A/ASO(s). This includes the on-site Area Office Augmentees.);
- Performs specific duties as assigned by the State Director and commensurate with previous training:
 - ◆ Travel and accommodations for each team
 - ◆ Office location and space acquisition
 - ◆ Equipment/supply leasing/purchase
 - ◆ Personnel recruiting/hiring/training (all members of the Task Force will be involved with training civilian new-hires);
- Establishes itinerary, timetable, milestones, and communication procedures with State Headquarters;
- Commences contacts with GSA to locate sites, furniture, equipment, and supplies for the Area Offices in accordance with Annex E of the Readiness Plans;
- Assumes operational control of Area Office Augmentees, if required;

- Locates and purchases an IBM or compatible personal computer(s) to operate the Computer Aided Training and Operations (CATO) System;
- Recruits, recommends, and trains civilian personnel grades GS-1 through GS-9 for Area and Alternative Service Offices;
- Contacts board members and provides refresher training;
- Assists the civilian new-hires as necessary in the initial operation of the Area Office and Area/Alternative Service Office; and,
- Assists the State Director with administrative and operational support of the State Headquarters.

Area Office Administration

The Area Office will be responsible for administrative and operational support of the one or more Local Boards within its jurisdiction. Specific Area Offices may be designated to support District Appeal Boards. Area Offices will be staffed by paid civilian employees. The Area Office will advise registrants on their procedural rights and will provide detailed information pertaining to the documentation of a particular classification the registrant may be claiming. The compensated employees of the Area Office will be the initial classifying authority for all administrative claims and issuance of student postponements. Using objective criteria and guidelines, the Area Office staff will decide such claims and notify the registrants of decisions. Denial of claims for administrative classifications may be reviewed by the Local Board. The

Area Office denial of a student postponement may also be reviewed by the Local Board. The decision of the Local Board on student postponements is final and not appealable.

Area Office staff members schedule registrant claims for board consideration (i.e., claims for judgmental classification, requests for review of denials of claims for administrative classifications, student postponements). They also schedule appointments with the board for registrants who are required to appear or have requested to appear personally before the board. An employee of the Area Office should be present at board meetings and will bring registrant files to be reviewed at that meeting. Specifically, Area Office employees are responsible for:

- Maintaining the registrant's files and annotating each file with the dates and types of transactions that take place including the mailing of correspondence and scheduling of personal appearances.
- Reporting these transactions to the Selective Service Data Management Center.
- Summarizing oral testimony given by the registrant and witness(es) during a personal appearance; identifying the interpreter and/or advisor, to include other facts pertinent to the claim; and recording the board's vote in the file.
- Notifying registrant of the board's decision.
- Other administrative procedures and duties as required.

Area Office employees must be thoroughly knowledgeable about regulations and policy directives issued by National Headquarters and be able to perform a wide range of administrative duties.

Local Boards

Local Boards are established by the Director of Selective Service in each county (or comparable political subdivision) except when an intercounty board is established. The Director of Selective Service prescribes the number of members on a Local Board; five per board. The law requires that each Local Board have a minimum of three members. Members serve without compensation.

Local Board Members primarily serve as the initial classifying authority on judgmental classifications, and also will decide claims for registrants who request a review of an administrative classification or a student postponement that was denied by the Area Office. A quorum of the board must be present to decide a claim. Each Board Member present when a claim is discussed must vote, unless disqualified. The board elects a Chairperson and Vice-Chairperson at least once every two years.

District Appeal Boards

The Selective Service System has 96 District Appeal Boards, one in each Federal Judicial District. Each board is comprised of five members. Members are appointed by the Director of Selective Service. They do not receive any compensation for their services. Upon activation, the District Appeal Board office may be located at designated Area Offices or State Headquarters.

The District Appeal Board has jurisdiction to review and to affirm or change any Local Board decision appealed to it when:

- An appeal is submitted by a registrant from a Local Board in its area.

- An appeal is submitted by the Director of Selective Service or the State Director to assure a fair and equitable administration of the law.

Each District Appeal Board elects a Chairperson and Vice-Chairperson at least every two years. A quorum of members must be present to review a claim, and each member present, unless disqualified, must vote on every question or classification appealed.

Due to a recent SSS reorganization, the District Appeal Board has assumed the responsibilities of the now phased-out Civilian Review Board. This involves the review of appeals by Alternative Service Workers (ASWs) of job reassignment requests denied by an Alternative Service Office. The District Appeal Board may grant an appeal only if they believe the registrant's current job assignment violates his religious, moral or ethical beliefs, or conscience against participation in war in any form as if he had participated in war, or if the ASW's assigned job does not meet criteria established in the Code of Federal Regulations (CFR 1656.5(a)).

A compensated employee from the office supporting the District Appeal Board will attend the board meeting.

National Appeal Board

The National Appeal Board is a civilian group consisting of not less than five individuals appointed by the President. It is located at the Selective Service National Headquarters in Arlington, Virginia and is the final board of appeal within the Selective Service System on the subject of classification. It will act for the President on appeals to the President.

The Director of Selective Service, or the State Director, for Local Boards within his state, may appeal to the National Appeal Board, any non-unanimous classification decision of a District Appeal Board whenever he deems it necessary to assure the fair and equitable administration of the Selective Service law. A registrant may appeal to the National Appeal Board, the denial of his claim for classification by the District Appeal Board when one or more members of the District Appeal Board dissented from the classification assigned to the registrant.

Any person entitled to appeal to the National Appeal Board may appeal by filing a written notice of appeal with the registrant's Area Office within the 15 calendar day appeal period after notice of the District Appeal Board's decision has been mailed.

Alternative Service Office Administration

The Military Selective Service Act imposes a general obligation for military service on all male citizens. All men ages 18 through 25 are subject to call for training and service in the Armed Forces. Within the general citizen obligation, the Act recognizes that there are individuals whose religious, moral or ethical beliefs prohibit them from participating in any type of warfare. Under the Act, conscientious objectors classified 1-O are exempted from military service, but must fulfill their citizen obligation in lieu of induction by performing "such civilian work contributing to the maintenance of the national health, safety or interest as the Director may deem appropriate." Health care conscientious objectors would be required to perform Alternative Service, preferably in a health care related field.

Alternative Service Offices (ASOs) administer the Alternative Service Program. The boundaries of the 48 ASOs are based on Local Board boundaries. These locations were selected because of their proximity to potential employers, jobs, and conscientious objector concentrations. State Directors retain operational authority over the ASOs in their State.

A registrant becomes an Alternative Service Worker (ASW) when he is classified 1-W by an Area Office (AO). He is then sent a Skills Questionnaire by the AO, a file is created, his case is transferred from an AO to an ASO, and the computer transfers his record to the Alternative Service Program System. ASWs must perform two years of service in a job approved by the ASO, which contributes to the maintenance of the national health, safety, or interest. ASWs may either find their own job which SSS must approve, or, through a process of the ASO job counseling and matching, be assisted by the ASO in finding a job. In either case, the ASW must be formally ordered to a job in order for him to receive creditable time toward his Alternative Service obligation.