

# North Central Workforce Development Area

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## LOCAL DIRECTIVE

Directive #: <u>12-108</u> Date: <u>December 14, 2012</u>
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TO: SkillSource Staff and Service Providers  
FROM: Dave Petersen, Executive Director  
SUBJECT: Selective Service Registration

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<b>Effective Date: December 14, 2012</b>
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This directive describes the procedure for requesting determinations that failure to register for Selective Service was not knowing and willful. Dept of Labor Training and Employment Guidance Letter No. 11-11 explains this Federal rule.

In general, Federal policy requires males born on or after January 1, 1960 register with Selective Service as a condition of Workforce Investment enrollment. This requirement applies to most, but not all U.S. Citizens; Non-citizens, including illegal aliens; and Dual Citizens. ([See TEGL 11-11](#))

Males must provide (1) acceptable documentation of compliance (list follows); or (2) documentation showing that they were not required to register; or (3) if they were supposed to register, documentation showing that their failure was not knowing and willful.

### Documentation:

- Selective Service Acknowledgement letter
- Form DD-214
- Screen printout of the Selective Service Verification site
- SS Registration Card
- SS Verification Form
- Stamped Post office Receipt of Registration

Unregistered males 26 and over seeking enrollment must first obtain a Status Information Letter. It can be accessed online at [www.sss.gov](http://www.sss.gov) or by clicking the link below. The applicant must describe the circumstances that prevented him from registering.

The applicant shall submit a copy of the Form [Request for Status Information Letter](#) and Status Information Letter to the Training Manager for review prior to submitting to the Executive Director. Evidence presented may include the applicant's explanation and documentation of his circumstances and the reasons he failed to register. The applicant should offer all evidence available to support his case and may include Third Party Affidavits. Please inform applicants denied enrollment of complaint procedure.

In making a decision, the Executive Director will consider:

- if he was aware of the requirement to register
- if he was misinformed about the applicability of registration.
- when he first learned that he was required to register
- where he lived between the ages of 18 and 26
- if he deliberately did not register
- if he had the mental capacity to register
- if he took action when he learned of the requirement

Based on the information provided, the Executive Director will determine whether the failure to register was knowing and willful. If it was not, and the applicant is otherwise eligible, services may be provided. Director will notify the Training Manager of his determination.