

STAFFING

1. REASON FOR ISSUE: To revise Department of Veterans Affairs (VA) procedures regarding decisions and appeal requests for employees and applicants who fail to register with the Selective Service System.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This handbook contains mandatory procedures on staffing. The pages in this handbook replace the corresponding page numbers in VA Handbook 5005. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5005, Staffing, that is maintained on the [Office of Human Resources Management Web site](#). Significant changes include:

a. Clarifies that employees are terminated only after being afforded appropriate due process and appeal rights applicable to their appointment and status, and clarifies associated timelines for termination notification.

b. Changes terminology from “willful and intentional” to “knowing and willful” in accordance with the proper statutory terminology.

c. Establishes the requirement for sworn statements from applicants/employees requesting a Selective Service registration waiver.

d. Revises timeframes for processing and routing waiver and appeal requests from business days to calendar days.

e. Modifies the listing of those individuals qualifying for registration exemption.

3. RESPONSIBLE OFFICE: The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.

4. RELATED DIRECTIVES: VA Directive 5005, Staffing.

5. RESCISSIONS: None.

CERTIFIED BY:

/s/
Stephen W. Warren
Executive in Charge and Chief Information Officer
Office of Information and Technology

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Gina S. Farrissee
Assistant Secretary for
Human Resources and Administration

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g. **Selective Service Law.** The Military Selective Service Act, rules and regulations issued thereunder, and proclamations of the President under that Act.

h. **Selective Service System.** The agency responsible for administering the registration system and for determining who is required to register and who is exempt.

3. STATUTORY REQUIREMENT. The Military Selective Service Act requires that all male U.S. citizens and other males residing in the U.S. born after December 31, 1959, register with the SSS between the ages of 18 and 26, unless they are exempt from registration. Individuals who failed to register within the prescribed period are not eligible to obtain or continue VA employment, except under the following conditions:

a. The applicant/employee provides documentation from SSS, such as a Status Information letter (SIL) which shows that he is exempt from the SSS registration requirement.

b. The applicant/employee requests an official decision and the adjudicating authority finds that his failure to register was not [knowing and willful].

4. REGISTRATION STATUS. HR offices must check the [SSS website](#) to determine the registration status of covered individuals prior to selection or when notified of an omission. Covered individuals who failed to register must complete and submit a *Request for Status Information Letter (SIL)* as instructed on the [SSS website](#). A copy of the SIL or other SSS-issued documentation such as the SSS acknowledgement card validates registration status and must accompany decision requests. Appendix II-R8 identifies conditions that require registration and the criteria for exemptions.

a. **Qualifying Exemptions.** Individuals in any of the following categories are exempt from registration:

(1) Males born on or **before** December 31, 1959;

(2) Non-citizens who first entered the U.S. after the age of 26;

(3) Citizens of [American Samoa, unless the individual habitually resides in the United States or resides in the United States for at least one year;

(4) Citizens and nationals of] the Republic of Palau, [the Republic of the] Marshall Islands, or the Federated States of Micronesia[, unless the individual resides in the United States for more than one year in any status, except as a full-time student or employee of the government of his homeland;

(5)] Non-immigrant aliens on visas such as student, visitor, tourist, or diplomatic visas;
[]

(6) [*]Individuals who were incarcerated, hospitalized or institutionalized during required registration period due to medical reasons or physical/mental incapacitation;

(7) [*]Cadets and Midshipmen at Service [Academies] or Coast Guard [Academy];

(8) [*]Students enrolled in any officer procurement program at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University or Virginia Polytechnic and State University; []

(9) [*Members of the Armed Forces on] active duty[.] Active duty for training does not constitute [“active duty”] for registration purposes[;]

[(10) Seasonal agricultural workers on an H-2A visa; and

(11) Individuals who are born female and have a sex change.

*Must register within 30 days of release unless already age 26.]

b. **Documentation of Status.** Covered individuals who present SSS-issued documentation which shows that they are registered or exempt are eligible for appointment/employment. Human Resources (HR) offices must maintain a copy of this documentation in the applicant case file or in the permanent section of the employee’s electronic official personnel folder (e-OPF). HR offices may appoint/retain a covered individual who provides other official proof of exempt status pending receipt of actual SSS-issued documentation. Examples of acceptable non-SSS issued official documents include, but are not limited to a DD 214, or hospital/institutional records which reflect military service or confinement periods that occurred during the entire span of the required registration period, or other official documentation that prove exempt status.

5. CONFLICTING STATUS INFORMATION. HR offices may cease to consider applicants or terminate the employment of individuals who fail to clarify conflicting status information.

a. HR offices may request an amended SIL or other updated documentation as evidence. HR offices may ask for other supporting documents such as passports, official arrival-departure records, education transcripts, or driver’s license information, when necessary to verify/resolve questionable issues.

b. HR offices will cease to consider an individual for appointment if he fails to provide valid proof of his registration status or supporting verification documents.

c. HR offices must request that applicants/employees disclose prior decisions on selective service cases in the event an individual already received an unfavorable decision.

6. NOTICE. The HR office must provide written notice to inform an individual that he is not eligible to obtain or continue employment with VA due to non-compliance with SSS registration requirements. The notice must contain contact information for the servicing HR office to which the individual may submit a request for an official decision. Appendices II-R2 and II-R3 contain sample notices.

a. **Notice to Applicants**

(1) The Human Resources Officer (HRO) or designee must take the following actions when applicants under age 26 fail to meet the registration requirement:

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(a) Notify the applicant that he must register with SSS prior to his 26th birthday and provide proof of registration status within 30 [calendar] days after the date of notice to become eligible for VA employment;

NOTE: *An applicant may register and request proof of registration on the [SSS website](#).*

(b) Inform the applicant that VA is not required to keep vacancies open pending adjudication or receipt of registration status; and

(c) Provide instructions on how to request a decision in the event the individual is unable to register prior to his 26th birthday. The applicant may provide the SIL upon receipt at a later date, but must still submit the request for decision to the HR office within 30 [calendar] days after the date of notice or the HR office may remove him from employment consideration.

(2) The HRO or designee must take the following actions when an applicant is age 26 and over, but failed to register before age 26:

(a) Notify the applicant that due to his failure to register with SSS prior to age 26, he is ineligible for appointment, unless the adjudicating official determines that his failure to register was not knowing and willful;

(b) Provide instructions for the process to request a decision and advise the applicant that he must submit the request within 30 [calendar] days after the date of notice; and

(c) Advise the applicant that processing times to obtain a status letter may vary; however, the facility is not required to keep vacancies open pending adjudication or receipt of registration status. The applicant may provide the SIL upon receipt at a later date, but must still submit the request for decision to the HR office within 30 [calendar] days after the date of notice.

b. Notice to Employees

(1) The HRO or designee must take the following actions when an employee is under age 26, required to register, but has not done so:

(a) Provide written notice stating that the employee must register with the SSS immediately and show proof of such registration not later than 30 [calendar] days from the date of notice in order to [avoid termination due to failure to meet a requirement for employment];

(b) Refer the employee to the [SSS website](#) to register and/or request proof of registration. Timeframes to obtain status documentation from SSS may vary; therefore, it is extremely important that employees contact the SSS immediately; and

(c) Notify the employee that [termination of his employment must be initiated if he does not provide proof of SSS registration within 30 calendar days from the date of the notice or if he fails to show proof of exemption within 30 calendar days after the date of notice. See paragraph 10 in this appendix

regarding termination. Termination of employment will be initiated only after being afforded appropriate due process and appeal rights applicable to his appointment and status.

(d) If the employee fails to provide proof of SSS registration or proof of exemption to register with the SSS within 30 calendar days, as provided for in paragraph 6b(1)(c), action will be taken to terminate the employee. Such action will commence within 15 calendar days after the employee response to the notice in paragraph 6b(1)(c) was due. Refer to VA Handbook 5021 for the applicable separation procedures.]

(2) The HRO or a designee must take the following actions when an employee is age 26 and over, required to register, but has not done so:

(a) Provide written notice to the employee stating that he is ineligible to retain his current position due to his failure to register with SSS prior to age 26; and

(b) Provide instructions to request an official decision and notify the employee that the [termination of his employment must be initiated if he fails to request a waiver within 30 calendar days after the date of notice or if he is denied a waiver of the Selective Service registration requirement by the appropriate authority. See paragraph 10 of this appendix regarding termination. Termination of employment cannot occur until the employee is afforded appropriate due process and appeal rights applicable to his appointment and status.]

7. REQUEST FOR OFFICIAL DECISION. The HRO or designee must forward all initial decision requests [within seven calendar days of receipt from the applicant or employee] to the Director, Recruitment and Placement Policy Service (RPPS) (059), Office of Human Resources Management (OHRM), VA Central Office, Washington, DC 20420.

NOTE: *The Office of Inspector General (OIG), Office of Administration makes decisions involving OIG applicants and employees.*

a. HR offices may refer to Appendices R2-R8, this part, to assist with preparation of official decision requests. HR offices may submit requests for official decisions to RPPS (059) without the SIL (provided they include a copy of the individual's application for the SIL in lieu of the actual SIL) while SSS processes the individual's application. However, RPPS (059) will not complete adjudication of title 38 (full/hybrid) decision requests or forward title 5 decision requests to the Office of Personnel Management (OPM) until the HR office has submitted the SIL. A completed decision request packet consists of the following documents:

- (1) Copy of Applicant/Employee notice from the servicing HR office;
- (2) [Request for decision from the facility Director, HRO or designee to Director, RPPS (059)];
- (3) SIL issued by SSS or copy of application for SIL if the SIL application is pending SSS processing; (see paragraph 7a above)
- (4) Complete employment application;

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- (5) Appointment SF 50 – Notification of Personnel Action (employees only);
- (6) DD Form 214 – Certificate of Release or Discharge from Active Duty (Veterans only);
- (7) OF 306 – Declaration for Federal Employment;
- [(8) Sworn statement from the applicant/employee explaining why he failed to register;
- (9)] Checklist for Selective Service Decisions (see Appendix II-R2); and
- [(10)] Any other pertinent documentation to support the applicant/employee's case.

b. Employees who request an official decision will remain on VA rolls while their cases are processed. []

c. HR offices are not required to keep vacancies open pending decisions on Selective Service cases. Applicants will be considered until the HR office fills the position for which he applied or the adjudicating official makes a decision; whichever comes first. If an applicant fails to request an official decision within 30 [calendar] days of notice, the HR office will cease considering him for employment.

8. ADJUDICATION PROCESS. Selective Service law prohibits denying a Federal benefit that an individual may otherwise receive if he can demonstrate that his failure to register was not knowing and willful. The adjudicating official will make decisions based on a preponderance of evidence presented in each case. OPM will adjudicate cases involving proposed/existing title 5 appointments. The Associate Deputy Assistant Secretary for Human Resources Policy and Planning or designee is the adjudicating official for cases involving proposed/existing title 38 (full/hybrid) appointments, with Office of the General Counsel's concurrence.

a. If the adjudicator determines that the individual's failure to register was not [knowing and willful], the employee retains his position and the applicant remains under consideration for employment.

b. If the adjudicator renders an unfavorable decision, the applicant/employee is no longer eligible for appointment or continued employment.

c. RPPS (059) forwards all initial decisions to the servicing HRO. HR offices must maintain this documentation in the applicant case file or the employee's e-OPF.

d. HR Offices may refer to the samples in this appendix to provide the applicant or employee instructions for preparing appeal requests, when necessary.

[NOTE FOR ADJUDICATION OFFICE: *A Veteran or part-time National Guard or Reservist who can show proof of past active duty military service, such as a form DD 214, or current military identification card if still on active duty, should not be found to have knowingly and willfully failed to register for the SSS.]*

9. [REQUEST FOR RECONSIDERATION (APPEAL) OF INITIAL DECISION].

Applicants/employees must submit [] requests to their servicing HR office or the office to which they applied for employment not later than [14 calendar] days after the date of [notice of] the initial decision. [HR offices must forward the request to the adjudicating office no later than 7 calendar days after receipt of the request for reconsideration.] Appendix R5, this part, is a sample which HR offices may use to notify applicants/employees of [the appeal procedures.]

a. **Content of Appeal Request.** An appeal request must include written notification of the individual's intent to appeal, the unfavorable decision letter, the original supporting documentation, a statement indicating the reason for the appeal, and any new or additional documentation to support the individual's case.

- (1) The servicing HR office will not terminate employees during the appeal process.
- (2) Applicants are not considered for employment during the appeal process.

b. **Appeal Procedures.** The Director of OPM is the approving official for appeals involving proposed and existing title 5 appointments. The Deputy Assistant Secretary for OHRM or designee is the approving official for appeals involving proposed/existing title 38 (full/hybrid) appointments with VA Office of the General Counsel's concurrence. [The decision for reconsideration is final and binding, and there is no further right for review of the waiver decision by OPM or VA.]

- (1) If the approving official renders a favorable decision, the HR office will resume considering the applicant for future VA employment opportunities, or keep the employee on VA rolls. Individuals who receive favorable decisions must maintain a copy of the official decision as proof of eligibility for employment/appointment.
- (2) If the adjudicating official denies the appeal request (i.e., renders an unfavorable decision), the HR office will no longer consider the applicant for employment and [in the case of an employee, must initiate separation procedures within 15 calendar days after receiving notification of the adjudicating official's unfavorable] appeal decision.

c. **Distinction Between the Title 5 and Title 38 (Full/Hybrid) SSS Adjudication and Appeal Process.** Procedures for processing title 5 and title 38 (full/hybrid) cases are generally the same with a few exceptions. Appendices R2 to R8 are samples and reference documents which HR offices may use to prepare requests under both title 5 and title 38 (full/hybrid) procedures.

- (1) OPM makes official decisions and adjudicates appeals on proposed and existing Title 5 appointments. VA makes official decisions and adjudicates appeals on proposed and existing Title 38 (full/hybrid) appointments.
- (2) With the exception of title 5 appeal requests, HR offices must send all [] requests [to] the Director, Recruitment and Placement Policy Service (RPPS) (059), Office of Human Resources Management (OHRM), VA Central Office, Washington, DC 20420. []

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(3) HR offices must forward title 5 appeal requests directly to the Office of General Counsel, U.S. Office of Personnel Management, 1900 E Street NW, Washington, DC 20415. HR offices must provide RPPS (059) a courtesy copy of the appeal request at the time of submission, and a copy of the final OPM decision upon receiving it from OPM.

(4) OHRM will provide written notice of appeal decisions on title 38 (full/hybrid) cases to the appellant and the servicing HR office after each case has been processed.

10. [TERMINATION. HR offices will initiate the applicable separation procedures for those employees serving under an appointment made on or after November 1985, within 15 calendar days from the date of notice, after the employee: fails to register (if under age 26) within the prescribed 30 calendar days; fails to request an initial waiver within the prescribed 30 calendar days; receives an unfavorable initial waiver decision without requesting reconsideration within the prescribed 14 calendar days from the date of notice of the initial decision; or receives an unfavorable reconsideration decision.

NOTE: *Those employees who fail to register (if under age 26), fail to request a waiver, or are ultimately denied a waiver of the Selective Service registration requirements by OPM or VA, must be separated after being afforded appropriate due process and appeal rights applicable to their appointment and status. Refer to VA Handbook 5021 for the applicable separation procedures.]*

APPENDIX R2. CHECKLIST FOR SELECTIVE SERVICE DECISION REQUEST

Applicant/Employee Name: _____

Facility Name: _____

Date: _____

Package must contain the following documentation: **Selective Service Status Information Letter (SIL)**

To obtain this letter, contact the Selective Service System (SSS) or visit the [SSS website](#) to complete the application for the SIL. Processing times may vary.

 Written notice from facility Human Resources Officer (HRO) to applicant or employee

Notifies individual of ineligibility for appointment/continued employment unless an authorized adjudicating official determines that his failure to register was not knowing and willful.

 [Sworn statement] from employee or applicant to adjudicating official

This letter/memo provides a personal explanation of why the individual failed to register and indicates his desire to request an official decision. The burden of proof rests with the applicant[]. Therefore, the HR Specialist must not create or sign this document. **[NOTE: To make it a sworn statement, the applicant/employee must add a sentence at the bottom of his explanation stating "I declare, under penalty of perjury, that the facts stated in this statement are true and correct," followed by his signature and date. Alternatively, the applicant/employee may have his statement notarized by a notary public.]**

 Written request from facility Director, HRO or designee to adjudicating official

The designated official will request adjudication of the applicant or employee's case. OPM adjudicates title 5 and VA adjudicates title 38 (full/hybrid) cases. However, the servicing HR office must submit all decision requests to Director, Recruitment and Placement Policy Service (059), Office of Human Resources Management, VA Central Office, Washington, DC 20420. [This request letter should state the specific appointing authority for the position and specify if it is full-time, part-time, without compensation, time limited, etc., as applicable.]

 Complete copy of the employment application **Copy of the appointment SF 50 – Notification of Personnel Actions (employees only)** **DD Form 214 – Certificate of Release or Discharge from Active Duty**
(former military) **OF 306 - Declaration for Federal Employment**

Supporting Documentation. (Examples: passports, official arrival/departure documents, education transcripts, driver license information, copies of [all applicable] visas, etc.). Review supporting documents to verify the individual's date of birth. If he was born before December 31, 1959, a selective service waiver is not required.

**APPENDIX R3. SAMPLE APPLICANT NOTICE AND
REQUEST FOR OFFICIAL DECISION**

Date:

From: Human Resources Officer (HRO) or Designee (05)

To: (name of applicant)
(address, city, state, zip code)

Subj: Notice of Ineligibility for Appointment due to Failure to Register with the Selective Service System (SSS)

1. You recently applied for the position of (title of position) with the (name of facility). However, you are not eligible for this appointment because you were born after December 31, 1959, and failed to register with the SSS by age 26. To obtain eligibility for an appointment with the Department of Veterans Affairs (VA), you must either show proof that you are registered with SSS or the appropriate adjudicating official must determine that your failure to register was not [knowing and willful].

2. Should you wish to request an official decision as to whether or not your non-registration was [knowing and willful], please sign this memo and return it to this office along with your Status Information Letter (SIL) and a letter explaining your failure to comply with registration requirements not later than 30 [calendar] days after the date of this notice. VA is not required to keep vacancies open pending an official decision on your case. However, if you elect to request an official decision, we will continue considering you for appointment until the position for which you applied is filled or the adjudicator makes a decision on your case, whichever comes first.

3. Before you submit this request, you must immediately contact SSS and complete the application to obtain an SIL via the [SSS website](#). Since SSS processing times vary, you may include a copy of your application for the SIL with your official decision request in lieu of the actual SIL while SSS processes your SIL application. We will not process your case if you: (1) fail to submit your request packet within 30 [calendar] days after the date of this notice date; and, (2) fail to submit the SIL immediately after the SSS has issued it.

4. If you do not request an official decision within 30 [calendar] days after the date of this notice or the adjudicating official determines that your failure to register was [knowing and willful], we will no longer consider you for employment as a result of your non-compliance with the Selective Service registration requirement.

5. You may contact (HR specialist name and phone number) if you have any questions regarding this notice.

Please print your name on the line which indicates your choice and sign and date below.

I _____ request an official decision regarding my failure to register with SSS.

I _____ do not request a decision regarding my failure to register with SSS, and as a result, I understand that I will not be considered for an appointment with VA.

Applicant Name and Signature: _____ **Date** _____

HRO Name and Signature: _____ **Date** _____

APPENDIX R4. SAMPLE EMPLOYEE NOTICE AND REQUEST FOR OFFICIAL DECISION

Date:

From: Human Resources Officer (HRO) or Designee (05)

To: (name of employee)
(address, city, state, zip code)

Subj: Notice of Ineligibility for Appointment due to Failure to Register with the Selective Service System (SSS)

1. You are currently employed as a (title of position) with the (name of facility). However, we have learned that you are not eligible for this appointment because you were born after December 31, 1959, and failed to register with the SSS by age 26. To remain employed, you must show proof that you are actually registered with SSS [(or show proof that you were exempt from the requirement)] or the appropriate adjudicating official must determine that your failure to register was not [knowing and willful].
2. Should you wish to request an official decision as to whether or not your non-registration was [knowing and willful], please sign this memo and return it to this office along with your Status Information Letter (SIL), [which will be issued by SSS,] and a letter explaining your failure to comply with the registration requirements not later than 30 [calendar] days after the date of this notice. Before you submit this request, you must immediately contact SSS and complete the application to obtain an SIL via the [SSS website](#). Since SSS processing times vary, you may include a copy of your application for the SIL with your official decision request in lieu of the actual SIL while SSS processes your SIL application. We will not process your case if you: (1) fail to submit a complete request packet within 30 [calendar] days after the date of this notice; [or], (2) fail to submit the SIL[, which contains the SSS’s status determination, within 14 calendar days after the date of its issuance].
3. You will remain employed during the adjudication/decision process. However, if you do not [provide proof of registration status or] request an official decision [from the appropriate adjudicating office (including all appropriate documentation), action will be taken to separate you from Federal service].
4. If the adjudicating official determines that your failure to register was not [knowing and willful], we will retain you on Department of Veterans Affairs (VA) employment rolls. If the adjudicating official determines that your failure to register was [knowing and willful, you will be given an opportunity to request reconsideration of the initial decision.]
5. [Those individuals who fail to request a waiver or are denied a waiver of the SSS registration requirements by OPM or VA must be terminated after being afforded appropriate due process and appeal rights applicable to their appointment and status. You will be issued notice of intent to terminate your employment after: (1) you fail to request an initial waiver within the prescribed 30 calendar days; (2) your request for an initial waiver is denied by the adjudicating authority and you do not appeal the decision; or, (3) your appeal of an unfavorable decision is denied.
- 6.] You may contact (HR specialist name and phone number) if you have any questions about this notice.

Please print your name on the line which indicates your choice and sign and date below.

I _____ request an official decision regarding my failure to register with SSS.

I _____ do not request a decision regarding my failure to register with SSS, and as a result, I understand that I am not eligible to remain employed with VA.

Employee Name and Signature: _____ **Date** _____

HRO Name and Signature: _____ **Date** _____

APPENDIX R5. SAMPLE NOTICE OF APPEAL RIGHTS AND REQUEST PROCEDURES

Date:

From: Human Resources Officer (HRO) or Designee (05)

To: (name of employee or applicant)
(address, city, state, zip code)

Subj: Notice of Right to Appeal Selective Service Adjudication Decision

1. Based on the documentation you submitted in support of your case, the adjudicating official determined that your failure to register with the Selective Service System (SSS) was [knowing and willful]. You have the right to request an appeal of the initial decision. To do so, you must complete this form and return it to this office within [14 calendar] days of the [date of this notice] along with a copy of the decision letter, a brief personal statement indicating the reason for your appeal request, a signed and dated copy of this notice, and any additional documentation that supports your case.

2. If the adjudicating official determines that your failure to register was not [knowing and willful] based on evidence in your supporting documentation, the HR office will (insert applicable statement as indicated below)

For applicants, insert: consider you for current/future Department of Veterans Affairs (VA) employment opportunities for which you may apply.

For employees, insert: retain you as a VA employee.

3. If the adjudicating official determines that your failure to register was [knowing and willful] based on the evidence in your supporting documentation, you are not eligible for appointment and the HR office will (insert applicable statement as indicated below)

For applicants, insert: not consider you for any current/future VA employment opportunities.

For employees, insert: [take action to initiate the separation process after you are afforded appropriate due process and appeal rights applicable to your appointment and status.]

4. You may contact (HR Specialist name and phone number) if you have questions about this notice.

HRO Name and Signature: _____ **Date** _____

Applicant/Employee Certification:

I certify that I have read and understand the appeal procedures outlined above. I further understand that appeal decisions are final and I will be ineligible for an appointment with VA if the adjudicating official determines that my failure to register was [knowing and willful].

Applicant/Employee Signature: _____ **Date** _____

NOTE: *The servicing HR office must submit the appeal request to the appropriate adjudicating official based on the type of appointment within [7 calendar] days of receipt from the applicant [or] employee:*

Title 5: U.S. Office of Personnel Management, Office of General Counsel, 1900 E Street, NW, Washington, DC 20415. [Provide RPPS (059) a courtesy copy of the reconsideration request and the OPM decision.]

Title 38(full/hybrid): Director, Recruitment and Placement Policy Service (059), Office of Human Resources Management (OHRM), VA Central Office, Washington, DC 20420.

MARCH 27, 2015

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**APPENDIX R6. SAMPLE FACILITY TO DEPARTMENT REQUEST MEMO FOR
APPLICANT**

Date:

From: Human Resources Officer (HRO) or Designee (05)

To: Director, Recruitment and Placement Policy Service (059)

Office of Human Resources Management

VA Central Office

Washington, D.C. 20420

Subj: Request for Official Selective Service Decision (name of applicant)

Enclosed is a request for a decision of whether (name of applicant)'s failure to register with the Selective Service System was [knowing and willful]. (name of applicant) applied for a position as a (title of position, series and grade) in a (title 5 or title 38(full/hybrid)) appointment under (appointing authority) at (name of VA facility).

Attached is a request for decision and the supporting documentation. If you have any questions, you may contact (Human Resources Specialist name) at (phone number).

Facility Director or HRO Name and Title

Facility Director or HRO Signature

MARCH 27, 2015

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**APPENDIX R7. SAMPLE FACILITY TO DEPARTMENT
REQUEST MEMO FOR EMPLOYEE**

Date:

From: Human Resources Officer (HRO) or Designee (05)

To: Director, Recruitment and Placement Policy Service (059)
Office of Human Resources Management
VA Central Office
Washington, D.C. 20420

Subj: Request for Official Selective Service Decision (name of employee)

Enclosed is a request for a decision of whether (name of employee)'s failure to register with the Selective Service System was [knowing and willful]. (name of employee) is currently employed as a (title of position, series and grade) in a (title 5 or title 38 (full/hybrid)) appointment under (appointing authority) at (name of VA facility).

Attached is a request for decision and the supporting documentation. If you have any questions, you may contact (Human Resources Specialist name) at (phone number).

Facility Director or HRO Name and Title

Facility Director or HRO Signature

Date