

State of Wisconsin

# DEPARTMENT OF EMPLOYMENT RELATIONS

## - MERIT RECRUITMENT AND SELECTION BULLETIN -

**Date:** December 19, 2002

**Locator No.** MRS-231

**Subject:** Selective Service Registration and Appointment Eligibility

**Selective Service Registration and Appointment Eligibility.** Eligibility for an original appointment to a position in the classified service requires that the applicant comply with the registration requirements of the Selective Service System. In addition, certain appointments to positions in Wisconsin Conservation Corps and certain student appointments also require the person to meet these registration requirements.

**Effective Date:** February 1, 2003

**Purpose of the Policy Change:** Act 16, Laws of 2001 made the following changes to Chapter 230 [Civil Service Laws]:

Added the following language --

230.143 Appointment; selective service registration. A person who is required to register with the selective service system under 50 USC, Appendix, sections 451 to 473, but has not registered, may not receive any of the following during the period that the person is required to register:

- (1) An original appointment to a position in the classified service.
- (2) An appointment to a position described in s. 230.08 (2) (k).
- (3) An appointment to a position as a corps enrollee with the Wisconsin conservation corps program under s. 106.215 (1) (c).

Modified the following language --

230.15 (1) Subject to the restriction under s. 230.143, appointments to, and promotions in, the classified service shall be made only according to merit and fitness, which shall be ascertained so far as practicable by competitive examination. The administrator may waive competitive examination for appointments made under subs. (1m) and (2) and shall waive competitive examination for appointments made under sub. (2m).

**Definition of "student" under this law change:** Section 30.08 (2) (k), Wis. Stats. Persons employed by the University of Wisconsin System whose employment is a necessary part of their training, student assistants or student hourly help as provided under s. 36.05 (6), Wis. Stats.

**Who is required to register with the Selective Service System?** The Selective Service System sponsors a web site at [www.sss.gov](http://www.sss.gov) that defines who is required to register. Attached is an extract of the "Who Must Register" table which provides an overview of who must register. The Selective Service System web site also provides many other documents and resources which will aid in defining who must register.

**Verification of Registration.** Applicants are responsible for providing the documentation for verification of registration issued by the Selective Service System or by signing a document that includes a declaration that they have registered. We anticipate that the state application process for permanent classified positions will include, at some future point, a check box that indicates that the applicant declares that they have complied with the selective service registration process (original appointments only). The University of Wisconsin System also may develop a separate declaration or verification process for their use in the hiring process for student employees.

Absent this declaration, hiring authorities are responsible for viewing a selective service verification document provided by the applicant at point of hire. It is recommended that this verification be done prior to the offer of employment. However, hiring authorities are authorized to delay the verification until the employee reports for work. If the hiring authority waits until the first day of employment for verification and if the employee has not registered (and is required to do so) and declines to register at that point, the hiring authority must rescind the offer of employment.

**Verification Documents.** A person who registers with the Selective Service System will receive a *Registration Acknowledgement Card* between 30 - 90 days following registration. If that person registers using the on-line registration system, he/she should receive an acknowledgement in about two weeks. An agency or campus can also verify registration using the On-Line Verification System located at <https://www.sss.gov/RegVer/wfVerification.aspx>. Such verification by the agency or campus is not required unless there is a question regarding the authenticity of documents provided by the applicant.

**Record Keeping.** There is no record keeping required by the recent change in statutes. However, it is recommended that an agency or campus that has an existing "in-processing checklist" for new hires include a check box for selective service registration verification or a compliance declaration. This should help agencies by providing a reminder that compliance with the selective service registration process is required under s. 230.143, Wis. Stats.

**Questions** relating to this policy change should be directed to Michael Soehner at (608) 267-9462, FAX at (608) 267-1000 or [michael.soehner@der.state.wi.us](mailto:michael.soehner@der.state.wi.us).

---

Michael R. Soehner, Administrator (Acting)  
Division of Merit Recruitment & Selection

Attachment

## Attachment

**WHO MUST REGISTER CHART?**

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age.

<b>CATEGORY</b>	<b>Y E S</b>	<b>N O</b>
All male U.S. citizens born after December 3, 1959, who are 18 but not yet 26 years old, except as noted below	x	
<b>Military-related</b>		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		x
Cadets and Midshipmen at Service Academies or Coast Guard Academy		x
Cadets at the Merchant Marine Academy	x	
Students in Officer Procurement Programs at The Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, and Virginia Polytechnic Institute and State University		x *
National Guardsmen and Reservists not on active duty	x	
Delayed Entry Program enlistee	x	
ROTC Students	x	
Separatees from Active Military Service, separated for any reason before age 26	x*	
Men rejected for enlistment for any reason before age 26	x	
Civil Air Patrol members	x	
<b>Aliens**</b>		
Lawful non-immigrants on visas (e.g. diplomatic and consular personnel and families, foreign students, tourists with unexpired Forms I-94, I-95A, or Border Crossing Documents I-185, I-186, I-586, or I-444)		x
Permanent resident aliens	x	
Special (seasonal) agricultural workers (I-688)	x	
Special agricultural workers (I-688A)		x
Refugee, parolee, and asylee aliens	x	
Undocumented (illegal) aliens	x	
Dual national U.S. citizens	x	
<b>Confined</b>		
Incarcerated, or hospitalized or institutionalized for medical reasons		x *
<b>Handicapped physically or mentally</b>		
Able to function in public with or without assistance	x	
Continually confined to a residence, hospital, or institution		x

\*Must register 30 days of release unless already age 26, or already registered when released, or exempt during entire period age 18 through 25.

\*\*Residents of Puerto Rico, Guam, Virgin Island, and Northern Mariana Islands are U.S. Citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.