



*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, guidance, bulletins regarding Selective Service registration requirements issued under the FAA personnel management system. This directive is TSA policy and must be applied accordingly.*

1. **PURPOSE:** This directive provides TSA policy and procedures for meeting Selective Service registration requirements for employment.
2. **SCOPE:** This directive applies to all TSA employees and applicants for employment with TSA.
3. **AUTHORITIES:**

- A. Sections 101 and 111(d) of the Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA), November 19, 2001 (49 U.S.C. §§ 114(n), 40122, 44935, and 44935 note)
- B. Sections 403(2) and 423 of the Homeland Security Act of 2002
- C. 5 U.S.C. § 3328
- D. 5 CFR Part 300

NOTE: The Authorities in 3 C and D are referenced as a policy guide. Neither citation is binding on TSA.

- E. Military Selective Service Act (50 U.S.C. App. 451 et seq.)

4. **DEFINITIONS:**

- A. Applicant: A male born after December 31, 1959, who is seeking and/or being considered for employment with TSA.
- B. Employee: An individual who has been appointed by TSA.
- C. Management Officials: Associate and Assistant Administrators, Special Counselor, Chief Counsel, Area Directors, Federal Security Directors, Special Agents in Charge, Office Directors, or their designees.
- D. Selective Service System: An independent Federal agency operating with permanent authorization under the Military Selective Service Act.
- E. Selective Service Registration: The process of providing the Selective Service System with personal information, such as name, address, date of birth, Social Security Number and other related information as required by the Military Selective Service Act. Most men are required to register with Selective Service as soon as they reach age 18 unless they are exempt under one of the provisions of the law.

**5. RESPONSIBILITIES:**

- A. Applicants and TSA employees are responsible for providing documentation promptly and as requested to verify their Selective Service registration status.
- B. Management officials, the Office of Human Capital (OHC), and other TSA program offices are responsible for requesting and reviewing documents to determine whether applicants (and, in some cases, employees) have the appropriate Selective Service registration status for TSA employment.
- C. The Assistant Administrator for Human Capital (AA/OHC) or his/her designee is responsible for making final decisions regarding an individual's request for determination that his failure to register with the Selective Service system as required was not knowing or willful.

**6. POLICY:**

- A. It is TSA policy that any individual who was born after December 31, 1959, and is or was required to register under Section 3 of the Military Selective Service Act (50 U.S.C. App. 453), and who knowingly and willfully did not register as required by the law, is ineligible for employment with TSA.

**Note:** This directive contains provisions that are outlined in 5 U.S.C. § 3328. Although this statute does not apply to TSA, it does apply to most other Federal agencies and impacts an individual's potential eligibility for employment with those agencies.

- B. Applicants (and, in some cases, employees) must verify their Selective Service registration status when completing certain employment and security background documents.
- C. An applicant will be denied TSA employment, or a current TSA employee will be terminated, if he is unwilling or unable to demonstrate registration, exemption from registration requirements, or that he neither knowingly nor willfully failed to register for Selective Service as required.
- D. When, as provided in Section 7H, an applicant submits a request for a determination that his failure to register with Selective Service as required was neither knowing nor willful, the AA/OHC or his/her designee will review the facts of each case and, based on the preponderance of the evidence, make a determination. All determinations made are final and will not be subject to any appeal, grievance, or outside review of any kind.

**7. PROCEDURES:**

- A. Applicants should be informed that Selective Service registration is a requirement for appointment with TSA. An applicant whose Selective Service registration status has not yet been verified may remain in the pool of candidates being considered until the point where a job offer will be extended to him.
- B. Prior to employment, all applicants are required to indicate their Selective Service registration status by completing and submitting [TSA Form 1157, \*Selective Service Registration Status\*](#).

**TSA MANAGEMENT DIRECTIVE No. 1100.30-18**  
**SELECTIVE SERVICE REGISTRATION REQUIREMENTS**

- C. Before making a job offer, the TSA official or contractor authorized to extend job offers on TSA's behalf must verify the applicant's Selective Service registration status. Agency officials and individuals can verify Selective Service registration status through the Selective Service System website at [www.sss.gov](http://www.sss.gov) or by calling the Selective Service System at (847) 688-6888.
- D. The information provided by applicants on Form 1157 will be reviewed by the TSA official or contractor. The information provided can be applied against **Attachment, [Selective Service Registration Decision Tool for TSA Employment](#)** to determine whether or not the applicant can be employed by TSA. The TSA official may use the Decision Tool to decide the applicant's employability, and attach the required verification documentation to his employment application.
- E. At any point in the pre-employment process TSA may determine that an applicant will receive no further employment consideration if he is unable to demonstrate that he:
  - (1) has registered;
  - (2) is exempt from registration requirements;
  - (3) has received a determination from the Office of Personnel Management (OPM) or another Federal agency that his failure to register was neither knowing nor willful; or
  - (4) has submitted the request for determination portion of TSA Form 1157 and his request has been approved by TSA (Section 7H).
- F. A current TSA employee whose Selective Service registration status cannot be verified will be notified by OHC and/or the appropriate TSA official and will be given 10 business days to respond with documentation of one of the following:
  - (1) proof of Selective Service registration;
  - (2) evidence of exemption from Selective Service registration requirements;
  - (3) an approved determination from OPM or another agency that his failure to register was neither knowing nor willful; or
  - (4) a request for a determination from TSA that his failure to register was neither knowing nor willful (Section 7H).
- G. Management officials will assist OHC as needed to verify an applicant's or employee's Selective Service registration status and take appropriate action based on their status.
- H. A request for TSA determination under section 7 F (4) will be submitted via the appropriate portion of TSA Form 1157 and reviewed through the following process:
  - (1) The TSA official or contractor authorized to extend job offers on TSA's behalf will receive the request and conduct an initial review to determine whether the individual has submitted sufficient documentation to establish their employment eligibility. This official

**TSA MANAGEMENT DIRECTIVE No. 1100.30-18  
SELECTIVE SERVICE REGISTRATION REQUIREMENTS**

will also verify that a job offer would be extended to the candidate if the determination request were approved;

- (2) The request will then be forwarded to the OHC Consultation Services Team (CST) representative assigned to service the organization where the candidate would potentially be hired. The OHC CST representative will review the request and recommend approval or disapproval;
- (3) The AA/OHC or his/her designee will review the recommendation and, using a preponderance of the evidence standard, reach a final decision to approve or disapprove the request based on the facts presented and documented in each case. Such a decision is final and cannot be appealed by the affected individual.

- I. OHC will notify applicants of the final decision regarding their request for TSA determination.
- J. OHC, working with appropriate management officials, will also take immediate steps to terminate the employment of any employee whose Selective Service status is in conflict with the requirements of this directive or cannot be verified.

**8. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**



01/17/2007

\_\_\_\_\_  
Richard A. Whitford  
Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

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Point-of-Contact: Office of Human Capital

**TSA MANAGEMENT DIRECTIVE No. 1100.30-18  
SELECTIVE SERVICE REGISTRATION REQUIREMENTS**

**Attachment**

**Selective Service Registration Decision Tool for TSA Employment**

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25 are required to register with the Selective Service. TSA policy provides that men born on January 1, 1960, or later who were required to, but did not, register will generally be ineligible for appointment with TSA. For more information see TSA MD 1100.30-18; *Selective Service Registration Requirements*. **NOTE: This decision tool is designed to determine ONLY whether the person can meet the Selective Service requirements for TSA employment. Other barriers to hiring may exist.**

If you ask this question...	And the answer is...	TSA needs to see...
1. Is the person NOW a U.S. citizen or U.S. national? <b>TSA may ONLY hire U.S. citizens or U.S. nationals for Transportation Security Officer (TSO) positions</b> and can only hire non-citizens for other positions under certain circumstances. (See MD 1100.30-15 for more information on citizenship requirements.)	<b>Yes - go to Question 2</b> <b>No - stop here. Cannot be hired</b>	Birth certificate (with seal), naturalization certificate, or other proof of citizenship.
2. Was he born <b>on or before</b> December 31, 1959?	<b>Yes – meets SSR requirement for hire</b> <b>No - go to Question 3</b>	
3. Is he currently registered with the Selective Service System? (agencies or individuals can verify SS registration through the SS website at <a href="http://www.sss.gov">www.sss.gov</a> or by calling (847) 688-6888)	<b>Yes - meets SSR requirement for hire</b> <b>No - go to Question 4</b>	SS registration confirmation (include SSR #)
4. Is he NOW under 26 years of age?	<b>Yes –STOP: he must register to be eligible for hire</b> <b>No - go to Question 5</b>	SS registration confirmation (include SSR #).
5. Is he currently or was he ever a member of the Armed Forces on active duty (active duty for training does not constitute “active duty” for registration purposes)?	<b>Yes – meets SSR requirement for hire with proof of service</b> <b>No - go to Question 6</b>	DD 214.
6. For the <b>entire period</b> from 18 to 26 years of age was he: a. A member of the United States Armed Forces on full-time active duty or a Cadet or Midshipman at a Service Academy or the Coast Guard Academy; b. A student in Officer Procurement Programs at The Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, or the Virginia Polytechnic Institute and State University; c. Continually incarcerated, or confined to a residence, hospital, or institution for medical reasons; d. A special agricultural worker (I-688A); e. A lawful non-immigrant on a visa (e.g. diplomatic and consular personnel and families, foreign student, tourist with unexpired Form 1-94, or Border Crossing Document DSP-150); <b>OR</b> f. An immigrant (non-U.S. citizen) who entered the U.S. after age 26?	<b>Yes - to any of these, then meets SSR requirement for hire with verification</b> <b>No - go to Question 7</b>	SS status letter indicating exemption from registration requirement; or Document from institution; or I-688A; or Unexpired Form 1-94; or Border Crossing Document DSP-150.
7. Does he have a determination letter (issued by the Office of Personnel Management (OPM), U.S. Postal Service, or another Federal agency delegated authority from OPM) stating he was required to register but they determined that his failure to register was neither knowing nor willful?	<b>Yes - meets SSR requirement for hire if determination letter is verified</b> <b>No – see STOP note below</b>	Copy of the determination letter.
<b>STOP --</b> The individual CANNOT be hired by TSA unless he submits a request on TSA Form 1157 for a TSA determination that his failure to register was neither knowing nor willful (see <a href="#">TSA MD 1100.30-18</a> ; <a href="#">Selective Service Registration Requirements</a> ) AND his request is APPROVED. <b>Not all requests will be approved.</b>	<b>Can only meet SSR requirement for hire if determination is approved</b>	Copy of the approved TSA determination letter.