



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Respect, and Commitment.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices establishes Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.30-18, *Selective Service Registration Requirements*, dated January 17, 2007.

SUMMARY OF CHANGES: Section 5, Responsibilities, revised; Section 7, Procedures, revised.

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. Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
 - B. Sections 403(2) and 423 of the Homeland Security Act of 2002
 - C. 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 Official: Any TSA employee who is a higher-level official in the employee's chain of supervision, such as a supervisor or a manager (e.g., Office Director, Assistant Administrator, Federal Security Director, Supervisory Air Marshal in Charge, etc.).
 - D. Selective Service System: An independent Federal agency operating with permanent authorization under the Military Selective Service Act (50 U.S.C. App. 453).
 - 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.

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5. RESPONSIBILITIES:

- A. Applicants and TSA employees are responsible for providing documentation promptly and as requested to verify their Selective Service registration status.
- B. Human Capital (HC) is 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. TSA Personnel Security is responsible for notifying HC if during the Federal background investigation adjudication process an applicant or employee is identified as not meeting the Selective Service registration requirements.
- D. The Assistant Administrator for Human Capital (AA/HC) 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 and 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.
- B. Applicants (and, in some cases, employees) must verify their Selective Service registration status when completing certain employment and security background documents. An example of when an employee may be asked to verify Selective Service registration is if during a security investigation it is determined that the employee's registration was not verified during the initial onboarding process.
- C. An applicant will be denied TSA employment, or a current TSA employee will be terminated/removed, 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 7.E., 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/HC 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.

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- B. Prior to employment, all applicants are required to indicate their Selective Service registration status by completing and submitting Standard Form-86 and the Optional Form-306 to Personnel Security during the security suitability process.
- 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.
- D. 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 and his request has been approved by TSA (Section 7.G.).
- E. A current TSA employee whose Selective Service registration status cannot be verified will be notified by HC 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 7.G.).
- F. Management officials will assist HC as needed to verify an applicant's or employee's Selective Service registration status and take appropriate action based on their status.
- G. A request for TSA determination for an applicant or employee under Section 7.E.(4) will be submitted 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 will also

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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 Executive Director of Recruitment and Hiring or his/her designee. He/she will review the request and recommend approval or disapproval.
- (3) The AA/HC 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.

H. HC will notify applicants of the final decision regarding their request for TSA determination.

I. HC, 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 approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

August 31, 2018

Karen Shelton Waters
Assistant Administrator for
Human Capital

Date

EFFECTIVE

September 14, 2018

Date

Distribution: Administrator, Deputy Administrator, Chief of Staff, Executive Assistant Administrators, Chief Administrative Officer, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Office Directors, Administrative Officers, and Human Resources Specialists

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