Clackamas Workforce Partnership
WORKFORCE DEVELOPMENT BOARD
365 Warner Milne Rd, Suite 202
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www.clackamasworkforce.org

POLICY #: **P-16**
Selective Service Registration Requirements

ISSUED: **May 17, 2018**
REVISED: **July 21, 2022**
October 15, 2026

PURPOSE:
To provide guidelines regarding the Military Selective Service Act Selective Service registration requirements for sex-assigned males at birth to be eligible to participate in WIOA funded programs and services.

REFERENCES:
- WIOA Section 189(h)
- Military Selective Service Act (50 U.S.C. App. 453), codified at 32 CFR Part 1605
- Training and Employment Guidance Letter (TEGL) 11-11, Change 2

DEFINITONS:
Sex-Assigned Males at Birth: Selective Service bases the registration requirement on gender assigned at birth and not on gender identity or on gender reassignment. Individuals who are born male and changed their gender to female are still required to register. Individuals who are born female and changed their gender to male are not required to register.

POLICY:
Selective Service Registration Requirements
Sex-assigned males at birth born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday). This includes sex-assigned males at birth who are:
- Citizens of the U.S.;
- Veterans discharged before their 26th birthday;
- Non-citizens, including undocumented immigrants, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. before their 26th birthday; and/or

Dual nationals of the U.S. and another country regardless of whether they live in the U.S. For U.S. citizens, Selective Service registration is not required if the individual falls within one of the following categories:
- An individual who is serving in the military on full-time active duty;
- An individual attending the service academies;
- Disabled individuals who are continually limited to a residence, hospital or institution; and/or

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- Individuals who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the individual falls within one of the following categories:

- Non-U.S. sex-assigned at birth male who came into this country for the first time after his 26th birthday.
  Acceptable forms of supporting documentation include:
  1. Date of entry stamp in passport;
  2. I-94 with date of entry stamp on it; or
  3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the sex-assigned at birth male entered the United States presented in conjunction with documentation establishing the individual's age.
- Non-U.S. sex-assigned at birth males who entered the U.S. illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25.
- Non-U.S. sex-assigned at birth males on valid non-immigrant visas.

This list is not intended to be exhaustive. Visit the Selective Service website for more information about the registration requirements at www.sss.gov. The Selective Service System also provides a quick reference chart showing who must register located at https://www.sss.gov/Registration/Who-Must-Register/Chart.

Acceptable Documentation

To participate in a program established by or receiving assistance under Title I of WIOA, all sex-assigned at birth males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirement.

Acceptable documentation to determine a person's Selective Service registration status includes:

- Selective Service Acknowledgement letter;
- Form DD-214 "Report of Separation" used only if veteran was discharged after their 26th birthday;
- Screen printout of the Selective Service Verification site: Verify Registration : Selective Service System. For sex-assigned at birth males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A);

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- Stamped Post Office Receipt of Registration.

Registration Requirements for Sex-Assigned Males at Birth Under 26
Before being enrolled in WIOA Title I-funded services, all sex-assigned at birth males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website. If a sex-assigned at birth male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after they becomes 18 in order to continue to receive WIOA Title I-funded services. If an individual under the age of 26 refuses to register with the Selective Service, WIOA Title I-funded services must be suspended until they register.

Registration Requirements for Sex-Assigned Males at Birth 26 Years and Over
Participants over the age of 26 who were required to register but cannot document must complete the CWP Selective Service Questionnaire to determine whether a failure to register was knowing and willful. The individual will need to answer a set of questions and describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

Subrecipients will review the submission to determine that lack of documentation is not a result of the participant's willful disregard for the requirement.

The following are examples of documentation that may be of assistance in making a determination in these cases:

1. Service in Armed Forces – Evidence that an individual has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that their failure to register was not willful or knowing.
2. Third Party Affidavits – Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to grantees in making determinations in cases regarding willful and knowing failure to register.
3. Self-Attestation – Signed statement that explains why the individual's failure to register was not knowing and willful.

In determining whether the failure was "knowing," the sub recipient should consider:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, were they misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?

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- On which date did the individual first learn that they were required to register?
- Where did the individual live when they were between the ages of 18 and 26?

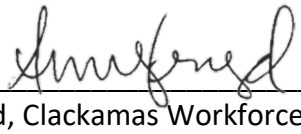
In determining whether the failure was "willful," the sub recipient should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when they learned of the requirement to register?

If the subrecipient determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. The CWP Selective Service Registration Questionnaire must be signed by the subrecipient's WIOA Manager and kept in the participant electronic case file and should also be documented in the case notes.

If the subrecipient determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of available WIOA grievance procedures. Subrecipients must keep documentation related to evidence presented in determinations related to Selective Service.

Approved:



10/15/2026

Amy Froyd, Clackamas Workforce Partnership Board Chair Date