

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR – 1007

Subject: Selective Service	
Authority: Section 110.1128, Florida Statutes	Effective Adopted Date: 06/29/2006
Revision(s)	06/27/1999; 06/29/2006; 3/2017
Related References	
Purpose	To set forth the guidelines by which the University shall insure compliance with the requirements of the Selective Service law when hiring or promoting a male employee between the ages of 18 and 26.

1.0 General Information

- A. No person who is required to register with the Selective Service System under the Military Selective Service Act, 50 U.S.C. App. 453, may be offered employment by this state in an authorized position, as defined in FS. 216.011, without proof of such registration at the time of hire or promotion to an established position in the State University System and Florida A&M University.
- B. No person who has failed to register as required by the Military Selective Service Act, 50 U.S.C. App. 453, subsequent to October 1, 1988, and who is currently employed by this state may be promoted to a higher authorized position without proof of such registration.
- C. The University Personnel Office will insure compliance with the requirements of the Selective Service law by requesting proof at the time of Hire or Promotion of an eligible male employee between the ages of 18 and 26.

2.0 Definition

3.0 Responsibilities

4.0 General Procedures

- A. Recommending Officials
 - 1. The recommending officials will be required to submit a copy of the applicant's Selective Service Registration Card with the employment form to the University Personnel Office. Applicants or employees who do not have a copy of the Selective Service Registration card will be required to obtain one before employment or promotion is approved.
- B. University Personnel Office
 - 1. The University Personnel Office will inspect each employment form upon receipt for a copy of the applicant's or employee's Selective Service Registration Card. If a copy of the card is not

submitted, the University Personnel Office Personnel will make a request to the Recommending Officials for the same.

2. Applicants who have registered but who do not have the Selective Service Registration Card will be instructed to contact the Registration Information Office, Telephone Number, 1-800-621-5388, for their registration date and number. Applicants or employees will be requested to complete and submit a copy of the Selective Service Requirements form, Exhibit _____, as appropriate, verifying and documenting that these requirements have been met.
3. Employment Recommendations nor Promotions will processed unless the above procedures have been met.
4. The Recommending Official shall be notified in writing of each denial of employment or promotion because of non-compliance with the Selective Service requirements.

4.1 Right of Review

- A. An applicant or employee shall have the right to appeal the denial of employment or promotion because of non-compliance with Selective Service requirements.
- B. The President or President's designee's review of the denial shall be solely to determine whether the denial was in keeping with Section 110.1128, Florida Statutes.

5.0 Records