

	Florida Gulf Coast University Policy Manual	Policy: 3.027 Approved: 09/10/2010
	Title Military Selective Service Registration	Responsible Executive: Vice President for Administrative Services and Finance Responsible Office: Human Resources

I. POLICY STATEMENT

Florida Gulf Coast University shall comply with state requirements regarding documentation for Selective Service registration which applies to all U.S. citizen male applicants and certain male noncitizen applicants born after December 31, 1959 unless otherwise exempt.

II. REASON FOR POLICY

This policy is created to comply with Section 110.1128, Florida Statutes.

III. APPLICABILITY AND/OR ACCOUNTABILITY

- A. This policy applies to male candidates for employment and employees born after December 31, 1959.
- B. State law provides that no male applicant may be employed or promoted into an authorized position without proof of Selective Service registration or applicable exemption. Compliance with the requirements of this policy is a condition of employment.
- C. Federal law provides that if a male noncitizen takes up residency in the U.S. before his 26th birthday, he must register with the Selective Service System. Noncitizens who are in the U.S. on student or visitor visas including H1B/H4, L1/L2, J1/J2 and F1/F2, and lawful non-immigrants who are on diplomatic and consular personnel and their families are exempt from this registration requirement. Almost all other male noncitizens are required to register, including illegal aliens, legal permanent residents, asylee aliens and refugees.

IV. DEFINITION OF TERMS

Proof of registration required: a Selective Service Registration card, status information letter, or registration number obtained from the Selective Service Registration Information Office.

V. PROCEDURES

- A. Human Resources shall obtain a copy of Selective Service Registration acknowledgement letter, status information letter or Selective Service card from the new employee during the Getting On-Board process.
- B. If actual proof is not provided, verification of registration is obtained via the Selective Service Registration Information Office at 888-665-1825 or online at www.sss.gov.
- C. If the new employee has not completed the Selective Service Registration process as of the date of hire, Human Resources will instruct the employee to register online prior to beginning employment.
- D. Any male employee born after December 31, 1959, who is promoted must provide proof of registration or exemption if the registration or exemption was not obtained at the time of the initial university hire.
- E. A copy of the verification or exemption documentation is maintained in the employee's official personnel file.

VI. HISTORY

New 09/10/10

VII. APPENDICES

There are no appendices.

APPROVED

*s/Wilson G. Bradshaw
President

September 10, 2010
Date

**NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*