CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 75 (R)   **July 15, 1999**

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: SELECTIVE SERVICE REGISTRATION

I.   **PURPOSE.**

This memorandum is revised to comply with Ordinance No. 19,218 M.C.S. Federal legislation requires registration with the Selective Service by all men between the ages of eighteen (18) and Twenty-six (26) years. In support of this law, the City Council has ordained that those seeking employment with the City verify that they have complied with the Military Selective Service Act.

II. **PROCEDURE.**

1. All City agencies shall, upon offering a position of employment to any man between eighteen (18) and twenty-six (26) years of age, ask for verifications that the prospective employee has registered with Selective Service.

2. The applicant shall complete and sign the attached form. The form shall also be signed by a representative, i.e., human resources officer or other employee, of the agency making the job offer.

Information from the Military Selective Service act is distributed with this policy. Copies should be kept in agency human resources offices and in the City Civil Service Department's Applications Office so that those seeking employment may be informed of the terms of the act. The enclosed notice shall be posted in the Applications Office of the City Civil Service department. Any agency that, upon asking an applicant to verify registration, finds that the prospect is <u>not</u> registered, should give a copy of the notice to him and indicate to him that he must register before being employed by the City.

III. **INQUIRIES.**

Questions concerning the Selective Service System may be directed to Selective Service Agency, Region III, 805 Walker St., Suite 4, Marietta GA 30060-2731 or, on the Internet, *http://www.sss.gov*. Questions about this policy memorandum may be addressed to the Chief Administrative Office or Department of City Civil Service.

MNG/LRF/dms
Attachment