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# Selective Service System

National Headquarters / Arlington, Virginia 22209-2425

<http://www.sss.gov>

March 5, 2014

Mr. John Greenwald, Jr.



Dear Mr. Greenwald,

This letter is in response to your Freedom of Information Act (FOIA) request that you sent to Selective Service System DMCSupport and received in this office on March 4, 2014, seeking a copy of the written procedures for a national lottery in the event of national conscription. A copy of the Selective Service System Lottery Standard Operating Procedures is enclosed.

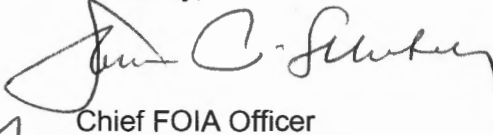
If you consider this response to be a denial of your request, you may file an appeal. Your appeal must be received within 30 calendar days of the date of the initial denial letter by the Director of the Selective Service. Please address your appeal to the following office:

Mr. Lawrence G. Romo  
Director  
Selective Service System  
1515 Wilson Blvd.  
Arlington, VA 22209

Your appeal must include a copy of the original request, the response to your request, and a statement of the reason the withheld records should be made available and why the denial of the records was in error. The submission is not complete without the required attachments. The appeal letter and the envelope, should be clearly marked "**Freedom of Information Act Appeal.**"

If you choose not to appeal, but have any questions about the way we handled your request, or about our FOIA regulations or procedures, please contact the Office of Public & Intergovernmental Affairs at 703-605-4100.

Sincerely,

  
Chief FOIA Officer  
Richard S. Flahavan

Enclosure

# SELECTIVE SERVICE SYSTEM

## LOTTERY STANDARD OPERATING PROCEDURES



NATIONAL HEADQUARTERS  
ARLINGTON, VA

SEPTEMBER 2012

FOR INTERNAL SELECTIVE SERVICE SYSTEM USE ONLY  
DO NOT RELEASE OR DUPLICATE

**SELECTIVE SERVICE SYSTEM**

**LOTTERY**

**STANDARD OPERATING PROCEDURES**

This Standard Operating Procedure (SOP) provides detailed description of the functions, processes, and procedures for the Selective Service System (SSS) Lottery that would be conducted when the Congress and the President determine draft eligible men are to be inducted into the Armed Forces. The Lottery, which ensures each individual is assigned a Random Sequence Number (RSN) and determines the order in which a Selective Service Registrant is chosen to be called, is part of the Call and Deliver Process.

**TABLE OF CONTENTS**

Executive Summary ..... ii

<b><u>Chapter</u></b>	<b><u>Page</u></b>
<b>1. <u>Lottery Standard Operating Procedures</u></b>	
Purpose, Scope, and Authority.....	1-1
Processes/ Procedures .....	1-2
Peacetime .....	1-3
Activation.....	1-4
Memorandum of Understanding with GSA.....	1-5
Letter to Dept. of Agriculture for Utilization of Facility .....	1-6
Lottery Equipment List.....	1-7
Lottery Stage Layout .....	1-9
References.....	1-10
<b>2. <u>Establishment of Selection Group</u></b>	
Policies/Processes/Procedures .....	2-1
Order of Report to Armed Forces Examination .....	2-4
Order to Report for Induction.....	2-5
<b>3. <u>The Lottery Process</u></b>	
Lottery Process – Step 1 and Step 2.....	3-1
Procedures for the First Draw .....	3-1
The DATE air mix ball is always read first.....	3-1
Procedures for Remaining Draws .....	3-3
Title of Position/Description of Task .....	3-4
Information for Participants .....	3-7
Recorder/Counter Recording Sheet.....	3-9
Days by air mix balls Numbers Chart .....	3-10
Numbers by air mix balls Numbers Chart.....	3-12
Oath of Office and waiver of Pay.....	3-14
Statement of Certification from Official Observer	
SSS air mix ball Drum Loading.....	3-15
Setup Instructions for Lottery Software .....	3-16

## EXECUTIVE SUMMARY

Current legislation mandates, and current planning requires, that the Selective Service System (SSS) conduct a lottery at the behest of the Congress and the President who decide when to reinstate the draft. This Lottery SOP provides detailed description of the functions, processes, and procedures for the SSS Lottery that would be conducted when the Congress and the President determine draft eligible men are to be inducted into the Armed Forces.

The draft lottery uses the birth dates of registrants to establish the order in which they are called for induction. The first men called up or drafted would be those turning age 20 during the calendar year of the lottery. Young men turning 21 in the year of the lottery would be in the second priority group, while those turning 22 would be in the third priority group, and so forth until registrants turn age 26. At age 26 young men are no longer subject to the draft unless they are health care professionals subject to a health care draft. In any given year, younger registrants (age 19 and then 18) would not be called unless available men ages 20-25 had been called first. The draft lottery is under the purview of the Registration Division, Operations Directorate.

Any draft lottery will be conducted publicly and with full media coverage because of its enormous impact. Accredited observers from public interest groups will have access to observe the proceedings.

The lottery process begins in peacetime with two large air mix drums. First, the air mix balls having date and year on them are loaded in one of the large drums. Using this same method, number from 1 to 365 (366 for men born in a leap year) on the air mix balls are loaded in the second drum. Official observers certify that all air mix balls were loaded in the Titan drawing machines. After the lottery is completed and the results certified, the sequences of call is transmitted to the Selective Service Data Management Center where preparation of induction notices for men whose birth dates drew the lowest lottery numbers would begin immediately. The Official observers will still be used to certify the Lottery was conducted fairly.

## CHAPTER 1

### LOTTERY STANDARD OPERATING PROCEDURES

#### PURPOSE, SCOPE AND AUTHORITY

The Selective Service System is an independent agency within the Executive Branch of the United States Government.

- a. Section 1(b) of the Military Selective Service Act (MSSA), 50 U.S.C., App 51(b), states: "The Congress hereby declares that an adequate armed strength must be achieved and maintained to ensure the security of this Nation." Section 1(c) states: "The Congress further declares that in a free society the obligations and privileges of serving in the armed forces and the reserve components thereof should be shared generally, in accordance with a system of selection which is fair and just, and which is consistent with the maintenance of an effective national economy."
- b. The Selective Service System is established by the MSSA, which empowers the President to appoint the Director, by and with the advice and consent of the Senate. The President is further authorized to prescribe the necessary rules and regulations to implement the provisions of the MSSA. In consonance with the above statutory authority, Chapter XVI, Title 32 of the Code of Federal Regulations contains the regulatory authority upon which Selective Service registrant processing relies.
- c. When the Selective Service is authorized by the Congress and the President, and directed by the Director of Selective Service to commence general and/or a health care conscription, the Operations Directorate's Registration Division (OP/REG) will implement the Agency's Lottery Process as outlined in the Standard Operating Procedures, along with any additional instructions from the Director of Selective Service. (Note: Re: Health Care, registration or classification activities cannot occur until the Congress passes, and the President approves, legislation providing specific registration and conscription.)
  - (1) The OP/REG Division maintains the lottery equipment to ensure each individual is assigned a random Sequence Number (RSN) which determines the order in which a registrant is chosen to be called. The lottery uses 365 days 366 in a leap year) to represent the birthday (month and year) of all registrants.

- (2) There are four major steps in executing the lottery process. They are:
  - (a) Air mix ball Drum loading of the Random Sequence Numbers (RSN). 365 of 366, as applicable, random sequence number into one drum.
  - (b) Air mix ball Drum loading of the Dates of Birth (DoB). 365 or 366, as applicable, random sequence dates of birth into another drum.
  - (c) Lottery Drawing. All 365 or 366, as applicable, RSNs and DoBs are drawn and recorded. All numbers and dates are certified.
  - (d) Random Sequence Numbers are recorded in the Central Registrant Processing Portal (CRPP).
- (3) Once the lottery has been completed, and the results are entered in the CRPP, the Director can then establish call ratios and an order of call of selection groups for induction.
- (4) While OP/REG is responsible for conducting the Lottery, the size scope of this event dictates participation by more than just this Division. The Associate Director for Operations will coordinate with other NHQ Directorates to acquire the personnel required to set up and conduct the Lottery.
- (5) The lottery is intended to be conducted publicly, with coverage by the media and official observers.

## PROCESSES/PROCEDURES

The Associate Director for Operations and the OP/REG Manager are the SSS National Headquarters (NHQ) points of contact to establish liaison with DoD for personnel delivery schedules established by the DoD deputy Undersecretary for Military Personnel Policy and with the United States Military Entrance Processing Command (USMEPCOM). The process begins by preparing to conduct a lottery and implements SSS agreements with the U.S. Department of Agriculture or the General Services Administration (GSA), as appropriate. (see pages 1-5, 1-6)

- a. Conducting a lottery establishes the "Order of Call" and established cut off numbers for the examinations based on Random Sequence Number for a pool of qualified registrants. The "Order of Call" includes volunteers for Induction; registrants whose postponements have expired or are terminated; registrants whose deferments or exemptions have expired or terminated; non-volunteers in the age 20 selection group; non-volunteers in each succeeding age selection group beginning with age 21 and ending with age 25; non-volunteers who have attained the age of 19; non-volunteers have attained the age of 18 years and six months.
- b. NHQ/IT will implement the Central Registrant Processing Portal (CRPP) for the issuance of induction orders via the SSS Data Management Center (DMC) to build a pool of qualified registrants large enough to meet DoD requested personnel delivery schedules.
- c. OP/REG and Support Services Logistics Division (SPT/LO) in coordination with the DMC will coordinate with the US Postal Service or appropriate carrier(s) for expanded services to accommodate the mailing of induction/examination orders.

### **PEACETIME**

1. Maintain the scenario for conduct of the lottery.
2. Ensure availability and maintain readiness of lottery equipment and materials. (see pages 1-7, 1-8)
  - a. Laptop computers (3) with lottery software
  - b. DA-LITE Screens (3)
  - c. Acrylic Ball Display Stands (3 – 1 is back up) for air mix balls
  - d. Titan Drawing Machines (2) and wooden storage lockers
  - e. Air mix balls (Minimum 366 each set; 2 sets (one dates, one numbers))
  - f. Lavalier microphone (2) and amplifier (1)
  - g. Recording Control Charts
  - i. ADP support materials
  - k. Mechanical counter
  - l. Maintain historical file on lottery equipment
  - m. Maintain contact with National Institute of Standards and Technology to ensure availability of one official observer on short notice for any lottery.
  - n. Maintain a publicity plan for a lottery. (PIA SOP, Appendix 4)
  - o. Maintain a roster of individuals willing to serve as official observers for a lottery.



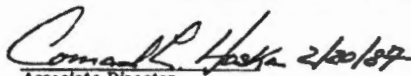
- p. Maintain a roster of "name" personalities willing to serve as capsule selectors for a lottery.
- q. Maintain a supply of blank "Name Tags" and pins or holders (100).
- r. Maintain arrangements for temporary use of appropriate public space to conduct a lottery.
  - 1. Maintain MOU on Mobilization support (space)
  - 2. Plan expeditious equipment movement
  - 3. Develop "set up" diagrams (see page 1-9)
  - 4. Maintain participant roster
- s. Conduct participant training and exercises.
- t. Maintain liaison with lottery site supporting agency.
- u. Maintain Lottery SOP.

## **ACTIVATION**

- a. Alert all lottery participants of tentative schedule.
  - 1. Contact National Institute of Standards and Technology to provide observer.
  - 2. Contact "name" air mix balls selectors.
  - 3. Obtain confirmation of participation.
  - 4. Supervise set-up and conduct of lottery.
- b. Initiate movement of equipment with assistance from SPT/LO.
  - 1. Notify host agency contact.
  - 2. Set up equipment contact.
  - 3. Set up acrylic ball display stands.
- c. Initiate Publicity Plan. (See PIA SOP, Appendix 4)
- d. Prepare and distribute identification to all participants, the media and the public.
  - 1. Recheck all preparations
- e. Execute lottery scenario
  - 1. Opening ceremonies
  - 2. Conduct lottery drawings
  - 3. Post and record results
  - 4. Complete certification
  - 5. Photograph acrylic ball display stands
  - 6. Transmit results to the DMC
- f. Release results to the Media via PIA.
- g. Remove equipment with assistance from SPT/LO.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SELECTIVE SERVICE SYSTEM  
AND THE GENERAL SERVICES ADMINISTRATION  
FOR SUPPORT AND ASSISTANCE DURING PEACETIME AND MOBILIZATION**

1. **PURPOSE.** To set forth the understanding between the Selective Service System (SSS) and the General Services Administration (GSA) concerning mobilization support responsibilities for GSA and SSS.
2. **POLICY.** The Selective Service System and the General Services Administration National Capital Region have agreed that in order to facilitate the operation of the Selective Service System in support of the manpower procurement needs of the Department of Defense, it is appropriate for GSA to provide support to the SSS prior to and during a national emergency. Such support from GSA will be limited to facilities that will be used to conduct national lotteries.
3. **BACKGROUND.** The Department of Defense has established demanding wartime manpower requirements. In order to meet those requirements, the Selective Service System must work with other federal agencies to coordinate mobilization plans to insure that wartime demands can be met at acceptable peacetime costs. The Military Selective Service Act requires that, upon resumption of inductions, a lottery be held to determine the order in which individuals will be inducted. An auditorium sufficiently large to accommodate the lottery equipment, observers from the National Bureau of Standards, the press and the general public is essential.
4. **CONCEPT.**
  - a. In peacetime, the auditorium located at 7th & D Streets, SW, will be utilized two days annually on a precoordinated basis to conduct mobilization exercises with practice lottery drawings.
  - b. During mobilization; the auditorium will be available as required for the initial and any subsequent lottery drawings.
5. **UNDERSTANDING.**
  - a. The SSS will:
    - (1) Be responsible for all movement of equipment and supplies.
    - (2) Conduct an exercise lottery drawing in the auditorium located at 7th & D Streets, SW, two days annually during peacetime.
    - (3) Coordinate the peacetime use of the auditorium at least 30 days in advance.
  - b. GSA will:
    - (1) Provide use of the auditorium located at 7th & D Streets, SW, two days annually during peacetime and on an as needed basis during mobilization.
    - (2) Coordinate the peacetime use of the auditorium at least 30 days in advance.

  
Associate Director  
for Resource Management  
Selective Service System

  
Deputy Regional Administrator  
National Capital Region



DEPARTMENT OF AGRICULTURE  
OFFICE OF ASSISTANT SECRETARY FOR ADMINISTRATION  
WASHINGTON, D.C. 20250

FEB 25 1987

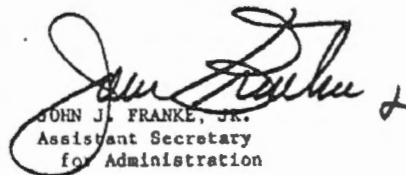
Mr. Wilfred L. Ebel  
Acting Director  
Selective Service System  
National Headquarters  
Washington, D.C. 20435

Dear Mr. Ebel:

Thank you for your letter of February 11, 1987, expressing an interest in utilizing our Jefferson Auditorium for a possible Selective Service System lottery. I am advised that members of my staff have contacted Mr. Richard Flahavan, your Associate Director for Office of Operations, and that no problem exists in using the Auditorium for this purpose. I am pleased that we can provide our facility and look forward to assisting you in scheduling the event.

If there are any questions, please feel free to contact Mr. Frank Gearde, Director, Office of Operations, on 447-3937.

Sincerely,

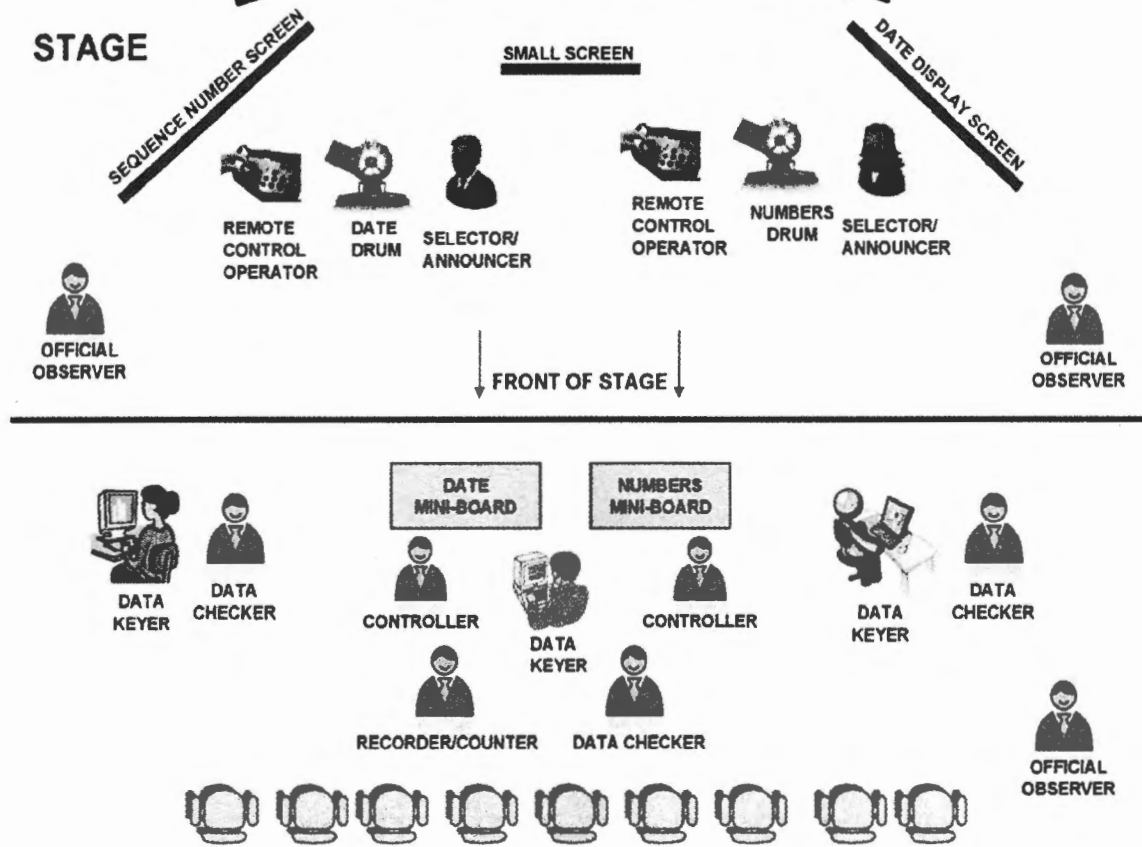
  
JOHN J. FRANKE, JR.  
Assistant Secretary  
for Administration

LOTTERY EQUIPMENT (as of AUGUST 2012)

<u>Description</u>	<u>Model#</u>	<u>Serial or Other #</u>
<b>Laptop Z</b>		
(1) Dell Latitude Laptop	PP03L	74V0711
(1) Logitech Optical Mouse	M-BD58	LZC11004459
(1) CD/ZIP Cover		07G686
(1) 24X CD-ROM Module		P/N: 5044D A02
(1) Dell AC Adapter	ADP-50FH	P/N: H051
(1) Telephone line cord		JX AC901-FXK 0109RA
(1) Blue High Speed Cable Cord		5349468110
(1) Actuone Cord	E204139	24379
<b>Lottery 1</b>		
(1) Dell Inspiron 6400 WiFi Laptop	PP20L	34642824301
(1) Dell Mouse	OC8639	HCA55062758
(1) Dell AC/DC Adapter	DA65NS0-00	CN-0CF745-48661-68N-I27J
(1) Mouse Pad (CFC)		
<b>Lottery 2</b>		
(1) Dell Inspiron 6400 WiFi Laptop	PP20L	30288259629
(1) Dell Mouse	0T0943	LNA34944664
(1) Dell AC/DC Adapter	DA55N50-00	CN-0CF745-48661-68C-H5DE
<b>Air Mix Balls (3 sets of air mix balls in 6 custom cases)</b>		
Extron Electronic Cable	60-046-02	612108249
<b>Black Tape Box</b>		
(2) Surtap (Black) tapes		
(1) Heavy Duty Extension cord (Red)		
(1) Extension Cord (Brown)		
(6) Card Holders		
(1) Fellows Surge Suppressor	99014	50E8
Projector Lamp	PK-PJ500	101386

<u>Description</u>	<u>Model#</u>	<u>Serial or Other #</u>
Lottery Cables 1 & 2		
Lottery Black Velvet Screen Skirts		
Wooden Storage Crate for 3 acrylic ball display stand		
(3) Acrylic Display Stands		
Projector 1		
(1) Sony LCD Data Projector VPL-FX50		
(1) Fellows Surge Suppressor	99014	
(1) Color Connector		
Projector 2		
(1) Sony LCD Data Projector VPL-FX50		
(1) RM-PJM50 Projector Remote		
(1) Color Connector		
Easel Legs Container (1)		
(2) DA-LITE Screens 7'X6'X10'		
(3) 7 ½ ' X 10' Easel Legs		
Easel Legs Container (2)		
(2) DA-LITE Screens 7'X6'X10'		
(3) 7 ½ ' X 10' Easel Legs		
Three Project-O-Stand Tables DA-LITE		
Four Tables Velvet Cloths Container		
(4) Easel 63" X 84" per container		
(2) DA-LITE Screen 63" X 84" per container		
(1) Velvet Cloth per container		
(1) Set of screws to assemble table per container		
Air Mix Ball Date Drum (Titan drawing machine with wooden storage locker)		
Air Mix Number Drum (Titan drawing machine with wooden storage locker)		
Garron rquip = gloves, static cleaner, cloth covers for the Titan drawing machines		

# LOTTERY STAGE LAYOUT



**REFERENCES:**

Military Selective Service Act [50 U.S.C. App.467(c), when amended by Congress]

32 CFR Ch. XVI Part 1624

SSS Readiness Plan (APR 2009)

SSS Call and Deliver SOP (JUL 2006)

MOU: SSS & GSA For Support and Assistance During Peacetime and Mobilization

## CHAPTER 2

### ESTABLISHMENT OF SELECTION GROUP

This chapter provides a description of the SSS process of establishing selection groups for induction into the Armed Forces. The Selective Service System is responsible for selecting registrants for induction into the Armed Forces in a fair and equitable manner. To accomplish this task, Selective Service uses a random selection sequence process by means of a lottery to establish an order of call for registration. This order of call designates the Priority Selection Groups according to age. These policies and procedures cover the following mobilization scenarios, depending on time frames needed by the Department of Defense:

- a. Conventional or general mobilization – examination and induction at the same time, or examination and return home to be inducted at a later date.
- b. Health care mobilization – examination and induction at the same time, or examination and return home to be inducted at a later date.
- c. Emergency, one step, and two step, examination and inductions are same as conventional mobilization
- d. Selective Service bases its induction calls upon the personnel requirements from the Department of Defense.

### POLICIES/PROCESSES/PROCEDURES

- a. Random Sequence Numbers (RSN)
  - (1) The Director of Selective Service would establish a random selection sequence for the processing of registrants by means of a lottery. The Lottery will be conducted at a specified time, place, and date, of the Director's choosing. The random selection method uses 365 days or, where appropriate, 366 days to represent the birthdays (month and day only) of all registrants by year of birth group(s). The random sequence selection method shall use a number (1 through 366) and a calendar date (January 1 through December 31) to form a single RSN. The numbers 1 through 366 represent the number of days in the calendar year. The calendar dates January 1 through December 31 represent the possible dates of birth for registrants by month and day only. Note: the number 366 and Feb 29<sup>th</sup> are used during leap years.



- (2) During the lottery, each number (1-366) and each calendar date (January 1 through December 31) is randomly drawn from two separate drums (one drum contains numbers, the other contains dates).<sup>1</sup> Each air mix ball containing a number is announced publicly, along with an air mix ball containing a date. The number and date, when combined, determine a registrant's RSN and is based upon the registrant's birth date. A registrant with the RSN number 1 would be more vulnerable to selection for induction than a registrant with RSN number 365. For example, if the number 1 is drawn, along with February 10, then registrants born on February 10 will be first in the order of call.
- (3) RSNs will determine the order of selection for induction, or examination and induction of those registrants included in the age group(s) of the lottery. The established RSN for a registrant will apply to that registrant as long as they remain subject to processing for military training and service and will be based on the date of birth that appears on the registration record on the date before the lottery is conducted.
- (4) Each phase of administrative processing will be done in order of RSN and Priority Selection Group (PSG), so that registrants are processed in the order of their vulnerability for induction.
- (5) When the Director of Selective Service issues an examination or induction call, an RSN cut-off number in a given PSG will also be established, which will apply nationally. All available registrants with RSNs equal to or below that number will be subject to examination and induction under that call. The registrant will be issued an Order to Report for Armed Forces Examination (SSS Form 233) or an Order to Report for Induction (SSS Form 262), as appropriate. (see pages 2-4, 2-5)
- (6) A registrant's RSN will have been "reached" if it is equal to or lower than the highest random sequence cut-off number established by the Director for induction of registrants in the same PSG in that calendar year.
- (7) If it has been determined that a registrant has been assigned an incorrect RSN due entirely to a Selective Service error in recording either the registrant's date of birth or the RSN, the Director of Selective Service would direct the assignment of the proper RSN.
- (8) Re: Health Care -- The SSS also uses a random selection sequence process by means of a lottery for selection of health care personnel. Selective Service bases its health care induction calls upon the personnel requirements from the DoD. The DoD

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<sup>1</sup> The 366 number ball and February 29<sup>th</sup> date ball are used during leap year.

will determine the types of health care specialties required, the quota within each specialty, and any male/female quotas. Once the DoD issues a personnel requirement to the Director, Selective Service, the Director needs to:

- (a) Place each registrant into the health care specialty in which he or she claims to be qualified.
- (b) Place each registrant into a male or female category as indicated by the registrant at the time of registration.
- (c) Calculate the number of registrants to be ordered for induction, by specialty, to meet DoD personnel requirements.
- (d) Calculate the number of male and female registrants based upon DoD requirements.
- (e) Place registrants into the appropriate PSG and Year of Birth (YOB) group.
- (f) Assign RSNs to each registrant through the lottery.
- (g) Re: Health Care -- Establish an induction RSN cutoff number within a given health care specialty, YOB group, and PSG, that will apply nationally. (All available registrants with RSNs equal to or below the cutoff number within a particular specialty will be subject to induction under that call. A registrant's RSN will be deemed to have been "reached" if it is equal to or lower than the random sequence cutoff number established by the Director for registrants within a given health care specialty, PSG, and YOB group).

Local Board/Area Office  
Street Address  
City, State, ZIP Code

**SELECTIVE SERVICE SYSTEM**  
**ORDER TO REPORT FOR ARMED FORCES EXAMINATION**  
**(RIPS)**

Date of Issuance

Registrant's name  
Street Address  
City, State, ZIP Code

Selective Service Number  
Social Security Number  
Random Sequence Number

This is your Order to report for and submit to an Armed Forces Examination for the purpose of determining your potential acceptability for military service.

You are hereby directed to report, with this Order, to: \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ for transportation to the Military Entrance Processing  
(DATE) (TIME)  
Station (MEPS) in \_\_\_\_\_  
(CITY AND STATE)

Upon completion of your examination, you will be returned to the place of reporting shown above.

If you are closer to MEPS than to the place you are ordered to report, and if you wish to go directly to the MEPS, contact the Area Office shown above for instructions.

If you are so far from you Area Office that reporting in compliance with this Order would be a hardship, and if you wish to report to the Area Office where you are now located, contact that Area Office and request a transfer for examination.

You will be furnished transportation, meals and lodging when necessary, from the designated place of reporting to the MEPS and return. It is possible that you may be retained at the MEPs for more than one day for the purpose of further processing. If you have any physical or mental condition which you believe may disqualify you for service, or if you are physically incapable of reporting to the MEPS, contact your Area Office for instructions.

If you believe you qualify for postponement of your examination, complete the attaché Request for Postponement of Armed Forces Examination (SSS Form 233) and return it to your Area Office before the date you are scheduled to report.

Read the Important Sheet with this Order. If you fail to obey this Order you may be reported as a suspected violator of the Military Selective Service Act and, if convicted, subject to imprisonment for up to five years, a fine of up to \$250,000, or both.

Director of Selective Service System

Attachment

FOR INFORMATION AND ADVICE, CONTACT ANY SELECTIVE SERVICE AREA OFFICE.

SSS FORM 233

Local Board/Area Office  
Street Address  
City, State, ZIP Code

**SELECTIVE SERVICE SYSTEM  
ORDER TO REPORT FOR INDUCTION  
(RIPS)**

Date of Issuance

Registrant's name  
Street Address  
City, State, ZIP Code

Selective Service Number  
Social Security Number  
Random Sequence Number

This is your Order to report for and submit to induction into the Armed Forces of the United States. You are hereby directed to report, with this Order to:

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ for  
(DESIGNATED ASSEMBLY POINT) (DATE) (TIME)  
transportation to the Armed Forces.

If you are closer to the MEPS than to the place you are ordered to report, and if you wish to go directly to the MEPS, contact the Area Office shown above for instructions. Do not plan to travel by privately-owned vehicle unless you make arrangement to have the vehicle returned home.

If you are so far from your Area Office that reporting in compliance with this Order would be a hardship, and if you wish to report to the Area Office where you are now located, contact that Area Office and request a transfer for induction.

You will be furnished transportation, meals and lodging where necessary from the designated place of reporting to the MEPS. When you are inducted, you will be administratively reclassified 1-C (Member of the Armed Forces).

If you are a full-time student, if you are scheduled to enter one of the U.S. service academies, or if you have been accepted for certain ROTC programs, you may qualify for a postponement of induction. You may also ask for a postponement if you are scheduled to take a state or national licensing examination, or if your induction is scheduled for the same day as a religious holiday you normally observe. If any of these conditions apply to you, complete the attached Request for Postponement of Induction (SSS Form 262) and return it to your Area Office prior to the day you are scheduled to report.

Read the Important Information Sheet provided with this order. If you fail to obey this Order, you may be reported as a suspected violator of the Military Selective Service Act and, if convicted, subject to imprisonment for up to five years a fine of up to \$250,000, or both.

DIRECTOR OF SELECTIVE SERVICE

FOR INFORMATION AND ADVICE, CONTACT ANY SELECTIVE SERVICE OFFICE

SSS FORM 262

## CHAPTER 3

### THE LOTTERY PROCESS

#### Lottery Process - Step 1

Prior to beginning this step, the Lottery Supervisor and assistant are to review the "Custom Titan" instruction manual. The first step in starting a new lottery drawing is obtaining from their custom creates the air mix balls with the dates and the numbers and loading them in their respective drum. NOTE: several pre-test drawings need to be done to confirm the machines are performing randomly.

#### Lottery Process - Step 2

The minimum number of personnel needed to carry out a full lottery exercise is shown in table located on pages 3-5, 3-6, and 3-7. See page 3-16 for set up instructions for the automated lottery process.

#### Procedures for the First Draw

Approximately 10 minutes prior to start of lottery drawing, remote control box operators will start the air mix drum machines for five minutes. At the start of the Lottery, the Director of Selective Service or the Director's designee, henceforth referred to as D/DD, draws an air mix ball from the Date Drum selector and passes to Announcer #1. The D/DD then draws an air mix ball from the Number Drum selector and passes to Announcer #2. The Announcers receive the selected air mix balls and announce the date and number in each respective air mix ball Note: Air mix balls are constantly moving for a ball to be selected. All air mix balls are given an equal chance to be selected and a ball can not be selected if the air mix blower is not operating.

**The DATE air mix ball is always read first.** When both Announcers have removed the air mix balls, the Announcer with the Date (Announcer #1) will read the information on the air mix ball. NOTE: Air mix ball selectors are also announcers.

Announcer #1 will announce the date twice as shown below (any date from January 1 thru December 31 possible):

**Example:** Announcer #1 (Dates)

**...January One ...1 January or ...August Twenty-Nine ...29 August**

**NOT January First NOT August 29th**

Upon the announcement of the date, Data Input Operator #1 will record accordingly. Announcer #2 will announce the number twice as shown below (any number from 001 thru 366 possible):

**Example:** Announcer #2 (Numbers).

001 [One] Zero - Zero - One  
204 [Two Hundred Four] Two - Zero - Four  
047 [Forty-Seven] Zero - Four - Seven

Upon the announcement of the number, Data Input Operator #1 will record accordingly.

After the first date and number have been announced, all subsequent calls will follow the same procedures.

As the Announcers read the respective information, Data Input Operator #1 and #2 [when appropriate, see explanation below] will select the announced date and number from the respective drop-down lists (*under development for new software program*) and Data Input Operator #3 will key in data as appropriate.

Due to the large two screen display configuration of the automated lottery system, Data Input Operator #1 and #2 will not be inputting data at the same time. In the physical setup of the screens, you will have two large screens and one small screen. The screens will be referred to as: large screen #1, large screen #2 and the small screen.

Large screen #1 (see page 3-34): This screen will display the first one hundred eighty-three [183] dates and numbers announced (**001-183**). Data Input Operator #1 will key in all dates and numbers for this screen. After 183 lottery dates and numbers have been drawn, there will be a pause until the lottery results can be saved and restored to the second operator's laptop.

Large screen #2 (see page 3-35): This screen will display the second one hundred eighty-three [183] dates and numbers announced (**184-366**). Data Input Operator #2 will key in all dates and numbers for this screen. Data Input Operator #2 can only start keying after the restoration of the front end of the lottery has been performed.

Small screen (see page 3-36): This screen will display the last date and number called and the date and number before that. As the next date and number are called the date and number showing as Previous will disappear. The date and number showing as Current will move over to the Previous slots and the last date and number called will be showing in Current. Data Input Operator #3 will key in all 366 dates and numbers. However, at any one time, only the Current and Previous dates and numbers will be visible.

Once the last date and number for large screen #1 has been announced and recorded appropriately, the Lottery Coordinator will call time. It is at this point that the database on Personal Computer/Laptop #1 will be backed up by an assigned Staff person and saved to a flash drive, CD-RW (CD must be a read-write CD only), and/or electronic save at National Headquarters (RCV/CRPP). The individual will then take the flash drive or CD-

RW to Personal Computer #2, insert the database just prepared.

It is after this restoration has been performed that Data Input Operator #2 will start keying in the dates and numbers as they are announced. The data keyed by Operator #2 will appear on the large screen #2 and will start with date and number air mix balls #184. Operator #1 will no longer be keying any information but is to remain at PC #1 location. Operator #3, as stated before will continue to key all date and numbers.

Again, the Announcer with the **Date** will read the information on the air mix ball twice; e.g., March 2 (**NOT March 2nd**)...2 March. The Announcer with the **Number** will read the information on the air mix ball twice in a similar way: 126 (one hundred twenty six) ...One- two- six.. After reading, each Announcer will give the insert to the respective **Date or Number Controller** for positioning on the proper miniature display boards.

The air mix ball Selectors will proceed to draw air mix balls and present to the Announcers who will make the announcements. Note: The air mix balls are constantly moving when a selection is made. All air mix balls are given an equal chance to be selected and an air mix ball can not be selected if the air mix blower is not operating and the air mix ball not mixing.

Data Input Operators #1 and #2 (when appropriate) will select all respective data from the appropriate drop-down menus (*under development for new software program*) (wherever you see an arrow next to the box means that there is a drop-down list which provides you additional choice of selection), and Data Input Operator #3 will key accordingly. The dates and numbers will be displayed on the appropriate screens.

Data Input Operator #1 and #2 (when appropriate) will record the data by highlighting the respective corresponding date and number. The D/DD, once date and number have been displayed on the overhead screens, calls for the lottery to continue and rejoins (at his discretion) the Official Observers.

### **Procedures for Remaining Draws**

The air mix ball Selectors will proceed to draw the air mix balls from the selector plates at the top of each drum.

Selector #1 approaches the calendar/date drum and air mix ball Selector #2 approaches the numbers drum. Air mix ball Selector #1 withdraws one air mix date ball from the selector plate at the top of the air mix ball drum where selector #1 announces the date and passes to the Date Acrylic Display Stand. Note: Air mix balls are constantly moving.

At the same time, air mix ball Selector #2 withdraws one air mix ball from the selector plate at the top of the numbers air mix ball drum where selector #2 announces the number and passes to the Number Acrylic Display Stand. Note: Air mix balls are constantly moving. The Date Acrylic Display Stand Controller takes the air mix ball and place it in its proper position on the date display board. This procedure is repeated until all date air mix balls have been drawn, announced and recorded.

At the same time, Selector #2 will give the number air mix ball to the Number Board (NB)



Controller. The NB Controller will then take the air mix ball and place it in its proper position on the numbers display board. This procedure is repeated until all number air mix balls have been drawn, announced and recorded.

Data Input Operator #1 will select the respective date and matching number as they are read. Data Input Operator #2 will not key until air mix ball #184. Data Input Operator #3 will key all data as announced and then display. Only the current and previous dates and numbers will show on the small screen. All keyed information will be displayed on one of the three screens.

After all of the steps for the first draw are completed, the remaining draws are made by the air mix ball Selectors and all succeeding steps are identical to those for the first. There is rotation of stage participants as circumstances dictate. The air mix ball Selectors may rotate after approximately 50 draws, but this is not mandatory.

The drawings are continuously monitored by at least three Official Observers. The Official Observers need to complete and Oath of Office and Waiver of Pay Sheet. (See page 3-14). (Note: Any individuals involved in the Lottery process who undertakes to render voluntary uncompensated service is required to complete and Oath of Office and Waiver of Pay sheet). After all drawings have been made from each drum, the D/DD and the Official Observers review Screen #1, which shows the first 183 dates and numbers called (1-183), and then in turn review Screen #2, which shows the remaining 183 dates and numbers called (184-366). The View All screen, which shows all dates and numbers called (1-366), may also be reviewed (see page 3-39).

After determining that all data accurately reflects the results of the drawings, the Official Observers will then sign a Statement of Certification, (see page 3-15) which contains a declaration that the procedures outlined in the scenario were followed, that the displays contain the accurate results of the lottery, and that the results were determined in an impartial manner.

The Checkers will also verify their documents against the screens and the Data Input Operators will verify their input against the two screens.

Upon certification, the Director of Selective Service or his Designee announces that the lottery is officially completed.

The results of the drawing will be transmitted to the OP/DMC for verification of transmittal and use of data.

Still photographs are taken of the two screens to record the final results.

Title of Position	Description of Task	Minimum Personnel
Lottery Supervisor	Responsible for handling all aspects of the lottery.	1



Title of Position	Description of Task	Minimum Personnel
Assistant Lottery Supervisor	Responsible for handling tasks as directed by the Lottery Supervisor and for all aspects of the lottery in the absence of the Lottery Supervisor.	1
Official Observers	Individuals observing the exercise and providing certification that the lottery procedures were conducted in accordance with the law, and in a fair and equitable manner.	3
Remote Box Operator (Also see pages from Garron Manual)	The operator turn on the power on by turning the switch to ON position for manual operation of the remote control box (physically pulling for acrylic slide at the top of the selector tube see page 11. The air blower, anti-static unit and compressor will activate; allow 15 seconds for unit to achieve maximum pressure. Prior to drawing, the air mix balls are loaded into the 3-tier preview rack which is loaded from the top. To begin the drawing procedure, in succession, press the three yellow momentary switches (number 1, 2, 3) to release the air mix balls from the three tiers. The gate at the bottom of the preview rack will stay open for a few seconds to allow all the air mix balls to drop into the drum, prior to the automatic start of the mixing cycle. Press the mix button to begin the mixing cycle. Press the SELECT switch to begin air mix ball selection; the switch is sustained, and so it will remain depressed until released by the operator after the air mix ball is selected. Once an air mix ball is selected, the operator <b>MUST</b> depress the switch again to close the gate. <b>If the gate is not closed, multiple air mix balls will go up the tube and a ball may be manually be pushed down by the operator's finger.</b> NOTE: Closing of the gate must be mastered for a successful air mix ball drawings.	2
Air mix ball Selectors*	The air mix ball selector pivots the ball stop with the hand, removes the ball, and pivots the ball stop to the original position, and announces air mix ball number or date selected.	2
Announcers*	Receive air mix balls from respective air mix ball Selector, announce the number or date and give the air mix ball to the Board Controllers.	2
[Board] Calendar (Date) Controller	Receive the date air mix ball from the Announcer and place the ball in the proper sequential position on the cup air mix ball holder display board for month and day.	1
[Board] Sequence (Number) Controller	Receive the number air mix ball from the Announcer and place the ball in the proper sequential position on the cup air mix ball holder display board for numbers	1
Data Input Operators (DIO)	Input dates and numbers as they are announced	3

Title of Position	Description of Task	Minimum Personnel
	#1 -Data Input Operator #1 will key in all dates and numbers for large screen #1. This screen will display the first one hundred eighty-three [183] dates and numbers announced.	
	#2 - Data Input Operator #2 will key in all dates and numbers for large screen #2. This screen will display the second one hundred eighty-three [183] dates and numbers announced, starting with date and number for position number 184.	
	#3 - Data Input Operator #3 will key in all 365 or 366 during leap year dates and numbers, which will be displayed on the small screen. Only the Current and Previous dates and numbers will be visible at any one time. This screen will display the last date and number called and the date and number before that. As the next date and number are called the date and number showing as Previous will disappear. The date and number showing as Current will move over to the Previous slots and the last date and number called will be showing in Current.	
Recorder/Counter	Manually enters the dates and numbers on a register as they are announced. Recorder/Counter also tracks the number of air mix balls drawn. A sample sheet of the form used is located on page 3-9.	1
Checkers	The Checker sits next to the assigned Data Input Operator and verifies that the information has been properly entered as announced. To do this, the Checker for dates is provided with a date drawing sequence form, see sample on pages 3-10, 3-11 (Days By air mix ball Numbers). The Checker for numbers is provided with a numbers drawing sequence form, see pages 3-12, 3-13 (Number By air mix ball Numbers). The Checkers sitting next to the DB and NB Controllers are to verify that the respective Controller receives the air mix ball announced and that the air mix ball is properly placed on the board in its proper slot.	3
Backup Staff	Backup staffs assist the Lottery Supervisor and Assistant Supervisor as directed. The backup staff's primary task is to replace any active participant upon request or as needed.	15
Photographers	Responsible for taking stills of the lottery process. The process will also be video taped.	1
IT Technical Advisor	Present to respond should any software/hardware problem occur.	1

\*These two positions may be combined, where the air mix ball Selectors may announce the date or number, but the procedure remains the same.

## **INFORMATION FOR PARTICIPANTS**

### **Video Taping**

- To help with stage choreography, tape marks should be placed on the stage floor to show the air mix ball handlers and announcers where to stand and move to.
- Participants should be sensitive to camera angles at all times. The drums should be visible at all times when in operation (drawing air mix balls); not blocked participants standing or walking in front of them. All air mix ball handling should be done in plan view of the cameras; i.e., in front of or to the side of participants. A participant with an air mix ball in hand should never turn his/her back to the audience/cameras.
- Drums should be at center of stage, not upstage.
- When placing dates and numbers on the acrylic display stands, the stands should be in view of audience.

### **Attitude**

- SSS personnel must display a professional attitude during the lottery, whether on stage or on break. This process will be highly visible to the public and must be perceived as serious.
  - \*no negative or commercial facial expressions
  - \*no chewing gum
  - \*no talking amongst people on stage except as part of the procedure
  - \*no flippant attitudes, cannot look as if not taken seriously

## **Dress**

- SSS personnel need to dress conservatively and avoid large gold or sparkling jewelry because they are too reflective. Gold and diamond-like sparkles will shine into the lens of the TV cameras and create the wrong impression, as would improper dress.

RECORDER/COUNTER RECORDING SHEET

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____
21.	_____
22.	_____
23.	_____
24.	_____
25.	_____
26.	_____
27.	_____
28.	_____
29.	_____
30.	_____
31.	_____
32.	_____
33.	_____
34.	_____
35.	_____
36.	_____
37.	_____
38.	_____
39.	_____
40.	_____
41.	_____
42.	_____
43.	_____
44.	_____
45.	_____

**DAYS BY CAPSULE NUMBERS**

SIGNATURE: \_\_\_\_\_ Today's Date: \_\_\_\_\_

SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE
1		21		41		61		81		101		121		141		161		181	
2		22		42		62		82		102		122		142		162		182	
3		23		43		63		83		103		123		143		163		183	
4		24		44		64		84		104		124		144		164		184	
5		25		45		65		85		105		125		145		165		185	
6		26		46		66		86		106		126		146		166		186	
7		27		47		67		87		107		127		147		167		187	
8		28		48		68		88		108		128		148		168		188	
9		29		49		69		89		109		129		149		169		189	
10		30		50		70		90		110		130		150		170		190	
11		31		51		71		91		111		131		151		171		191	
12		32		52		72		92		112		132		152		172		192	
13		33		53		73		93		113		133		153		173		193	
14		34		54		74		94		114		134		154		174		194	
15		35		55		75		95		115		135		155		175		195	
16		36		56		76		96		116		136		156		176		196	
17		37		57		77		97		117		137		157		177		197	
18		38		58		78		98		118		138		158		178		198	
19		39		59		79		99		119		139		159		179		199	
20		40		60		80		100		120		140		160		180		200	

Note: Change title to **DAYS BY AIR MIX BALL NUMBERS**

(Under Development: IT)

**DAYS BY CAPSULE NUMBERS**

SIGNATURE: \_\_\_\_\_ Today's Date: \_\_\_\_\_

SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE
201		221		241		261		281		301		321		341		361			
202		222		242		262		282		302		322		342		362			
203		223		243		263		283		303		323		343		363			
204		224		244		264		284		304		324		344		364			
205		225		245		265		285		305		325		345		365			
206		226		246		266		286		306		326		346		366			
207		227		247		267		287		307		327		347					
208		228		248		268		288		308		328		348					
209		229		249		269		289		309		329		349					
210		230		250		270		290		310		330		350					
211		231		251		271		291		311		331		351					
212		232		252		272		292		312		332		352					
213		233		253		273		293		313		333		353					
214		234		254		274		294		314		334		354					
215		235		255		275		295		315		335		355					
216		236		256		276		296		316		336		356					
217		237		257		277		297		317		337		357					
218		238		258		278		298		318		338		358					
219		239		259		279		299		319		339		359					
220		240		260		280		300		320		340		360					

Note: Change title to **DAYS BY AIR MIX BALL NUMBERS**

(Under Development: IT)

**NUMBER BY CAPSULE NUMBERS**

SIGNATURE: \_\_\_\_\_ Today's Number: \_\_\_\_\_

SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER
1	21	41	61	81	101	121	141	161	181										
2	22	42	62	82	102	122	142	162	182										
3	23	43	63	83	103	123	143	163	183										
4	24	44	64	84	104	124	144	164	184										
5	25	45	65	85	105	125	145	165	185										
6	26	46	66	86	106	126	146	166	186										
7	27	47	67	87	107	127	147	167	187										
8	28	48	68	88	108	128	148	168	188										
9	29	49	69	89	109	129	149	169	189										
10	30	50	70	90	110	130	150	170	190										
11	31	51	71	91	111	131	151	171	191										
12	32	52	72	92	112	132	152	172	192										
13	33	53	73	93	113	133	153	173	193										
14	34	54	74	94	114	134	154	174	194										
15	35	55	75	95	115	135	155	175	195										
16	36	56	76	96	116	136	156	176	196										
17	37	57	77	97	117	137	157	177	197										
18	38	58	78	98	118	138	158	178	198										
19	39	59	79	99	119	139	159	179	199										
20	40	60	80	100	120	140	160	180	200										

Note: Change title to **NUMBER BY AIR MIX BALL NUMBERS** and Today's Date

(Under Development: IT)



**NUMBER BY CAPSULE NUMBERS**

SIGNATURE: \_\_\_\_\_ Today's Number: \_\_\_\_\_

SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER
201	221	241	261	281	301	321	341	361											
202	222	242	262	282	302	322	342	362											
203	223	243	263	283	303	323	343	363											
204	224	244	264	284	304	324	344	364											
205	225	245	265	285	305	325	345	365											
206	226	246	266	286	306	326	346	366											
207	227	247	267	287	307	327	347												
208	228	248	268	288	308	328	348												
209	229	249	269	289	309	329	349												
210	230	250	270	290	310	330	350												
211	231	251	271	291	311	331	351												
212	232	252	272	292	312	332	352												
213	233	253	273	293	313	333	353												
214	234	254	274	294	314	334	354												
215	235	255	275	295	315	335	355												
216	236	256	276	296	316	336	356												
217	237	257	277	297	317	337	357												
218	238	258	278	298	318	338	358												
219	239	259	279	299	319	339	359												
220	240	260	280	300	320	340	360												

Note: Change title to **NUMBER BY AIR MIX BALL NUMBERS** and Today's Date

(Under Development: IT)

## OATH OF OFFICE AND WAIVER OF PAY

(Required of every person who undertakes to render voluntary uncompensated service in the administration of the Military Selective Service Act)

### OATH OF OFFICE

I do solemnly swear (or affirm) that if appointed to any position under the Military Selective Service Act, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will, well and faithfully, discharge the duties of the office on which I am about to enter; SO HELP ME GOD.

### WAIVER OF PAY

I hereby expressly declare that I am volunteering my services to assist in the administration of the Military Selective Service Act, and if appointed to an uncompensated position, I hereby expressly waive any right to pay or compensation in any form whatsoever for services heretofore or hereafter rendered. This waiver is signed by me pursuant to the provisions of the Selective Service Regulations.

Printed or Typed Full Name	Signature	Date

STATEMENT OF CERTIFICATION  
FROM OFFICIAL OBSERVER  
SELECTIVE SERVICE AIR MIX BALL DRUM LOADING

I, the undersigned, certify that I witnessed the air mix balls loading of lottery drums for the 25<sup>th</sup> of June, 1998 Selective Service System lottery.

I further certify that the procedures followed by Selective Service System personnel were as outlined in the lottery scenario attached.

Thirdly, I certify that those procedures resulted in the air mix balls drum loaded in a completely random manner.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Title

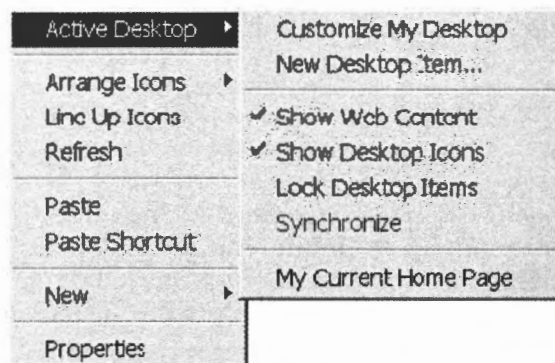
\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

## SETUP INSTRUCTIONS FOR LOTTERY SOFTWARE

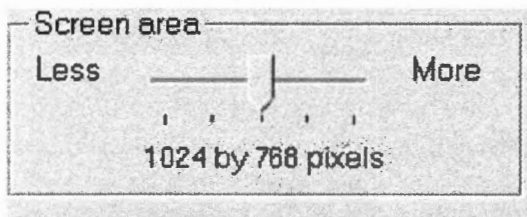
(IF software is already loaded on to an OP/REG computer, go to the Internet: <https://vpn.sss.gov> and go to Remote Desk Top. A window will appear asking for the computer name, type your computer name and click connect. Your computer desk top will appear on the screen and click on the Lottery Icon. If the software is not loaded, and software needs to be installed on your computer, follow below instructions.)

Right click on **Desktop**; select **Active Desktop**



Select **Customize my Desktop** and then select **Settings**.

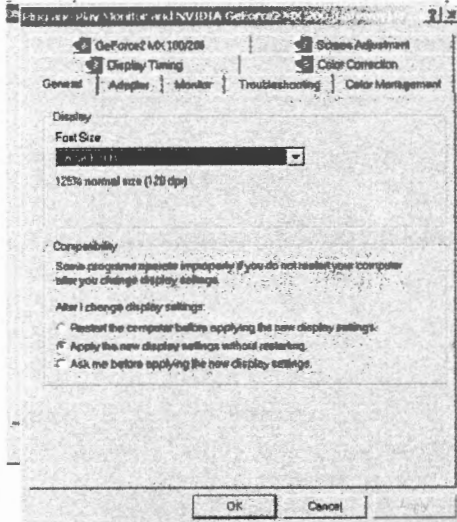
Verify that the **Screen Area** reading is showing **1024 by 768 pixels**, if not, move lever until it does.



(Under Development: IT)

Click on **Advanced**; select **General**.  
The **Font Size** should be **Large Fonts**; if not, change to large fonts.

Apply and select **okay**.

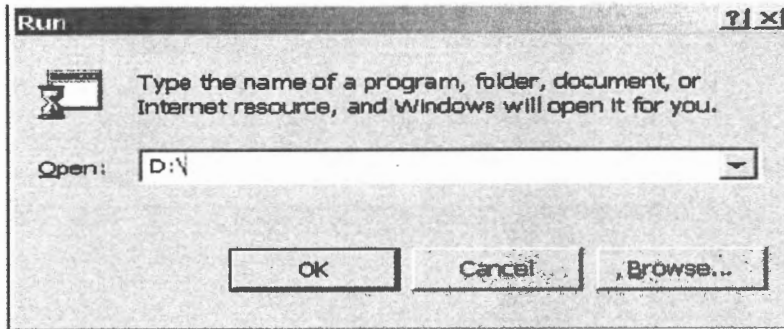


## INSTALLATION INSTRUCTIONS

Insert the CD into your computer's CD drive and follow the instructions on your screen when the Install Wizard begins. If the Install Wizard does not start automatically, follow these directions:

1. Click on the **Start** button on your task bar.
2. Click on **Run**. The following screen is displayed. Click on **Browse** and select your **CD-ROM Drive** in the drop down window if it is not displayed. Your CD-ROM Drive may have a different letter name than what is appearing below. Make sure drive letter is correct and press **OK**.

(Under Development: IT)

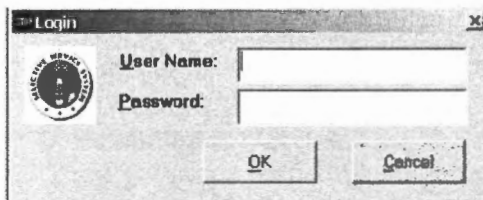


3. Welcome to the Lottery Installation Program [LIP].
4. Select **OK**.
5. Begin installation by clicking "OK". The path should show **C:\program files\lottery**; click **OK**.
6. Program group name should be **Lottery**; press **continue**.
7. Lottery setup completed successfully; press **OK**.

### **LOGGING ON**

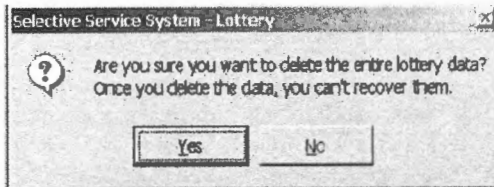
The following screen will be displayed when the lottery program is executed. Proper User ID and password are required to access the system. Access information will be provided as needed.

Enter the **User ID** and the **Password** [provided by System Administrator]. Select **OK**.



Select **File** from the menu bar and select **Clear All Data** and you get the screen that follows.

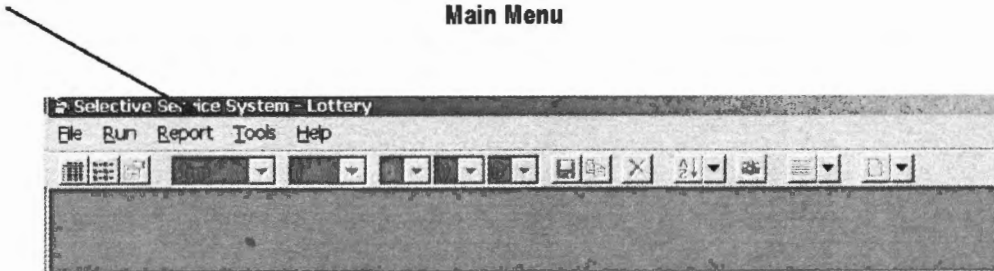
**(Under Development: IT)**



Select **Yes** to initialize the database and start a new lottery. Maybe the lottery program can be modified to determine leap and non-leap years.

The following main menu from which to select lottery processing will appear.

#### Main Menu

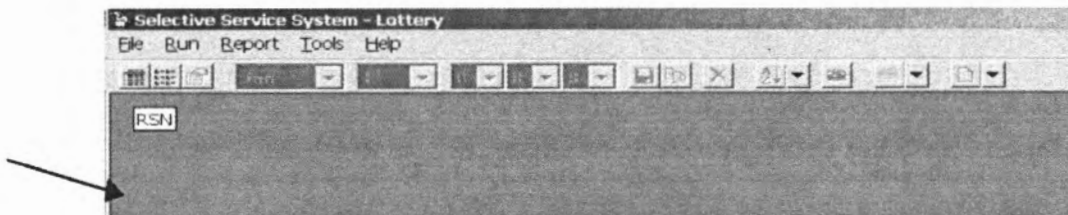


There are four (4) major steps in executing the lottery process from start to finish. They are:

1. Air mix ball Drum Loading of the Random Sequence Numbers (RSN).
2. Air mix ball Drum Loading of the Dates of Birth (DoB).
3. Lottery Drawing (LOT)
4. Random Sequence Number Recording onto Main Frame (RSNREC)

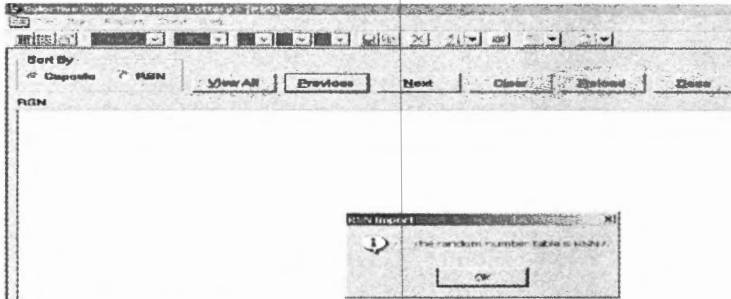
#### **STEP 1 Air Mix Ball Drum Loading of the Random Sequence Numbers (RSN)**

The first box on the menu bar [see arrow below] is the Random Sequence Number [RSN] box. To start the process, click on the **RSN** box.

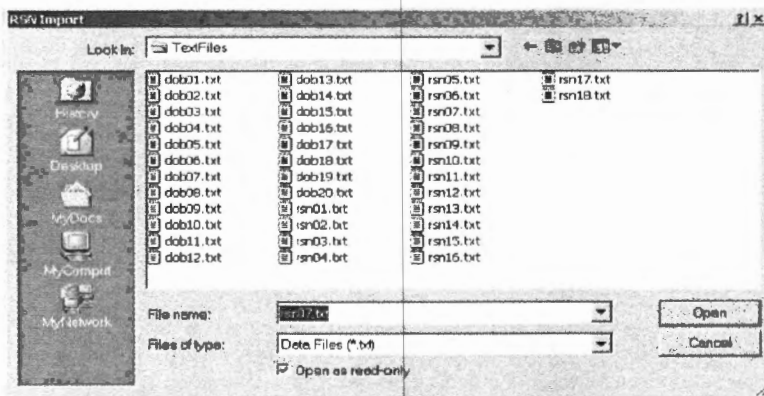


**(Under Development: IT)**

The screen below will appear. Within the screen will be a box displaying the random number table to be used for the RSN drawing. In this example it is **Random Sequence Table No. 7**. If you select the RSN box and you don't get the random table number being used, that means that there is previous data in the lottery and it must be cleared prior to another lottery being started. See page 4 for the procedures in clearing all data.



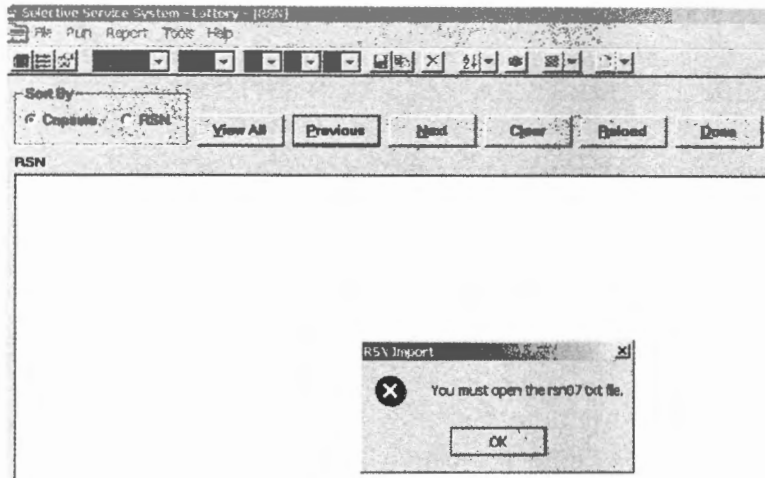
Select **OK** and the following RSN import table will appear. Select **Open**.



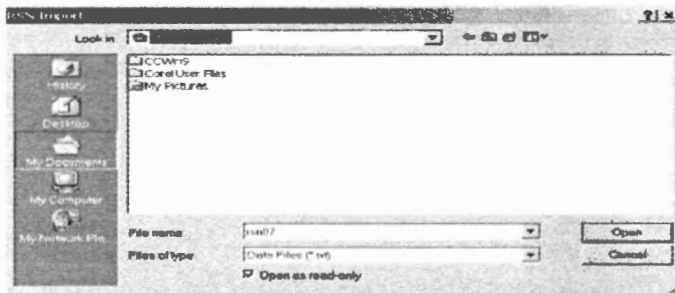
(Under Development: IT)



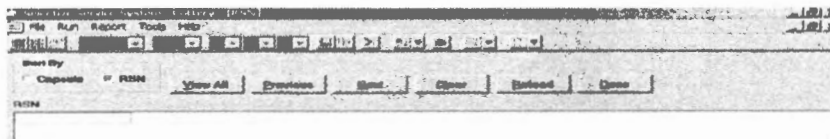
You will get the following screen if you attempt to open the incorrect table.



If the Text Files screen does not appear, but the screen below does appear, click on the down arrow for the Look In box [see page 6], click on **Local Disk (C)**, select **Program Files**, select **Lottery** and select **TextFiles**. Highlight the appropriate record to open. In this case, highlight **rsn7** and select **Open**.

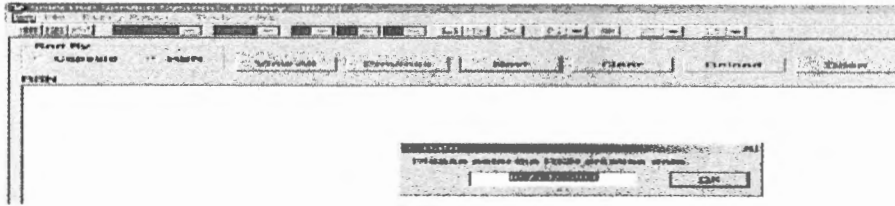


The main RSN screen will appear as seen below.

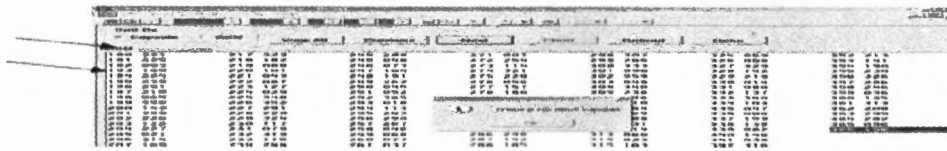


**(Under Development: IT)**

To start the selection process, click on **Next**. A date box will appear and upon acceptance of the date (usually the current day's date), click **OK**. The first RSN will appear after you have accepted the date.



Continue to select the **"NEXT"** button until all numbers have been selected, and then placed into a drum's racks. See Chapter 3 for the details in the drawing process. The last half of the screen will appear as below. This step may not be needed since the balls are placed in racks.



(Under Development: IT)

The above screen was sorted by the air mix ball number, which is the first row. For example, air mix ball number 191 will house random sequence number 225. Now see the screen below when the sort is on the RSN.

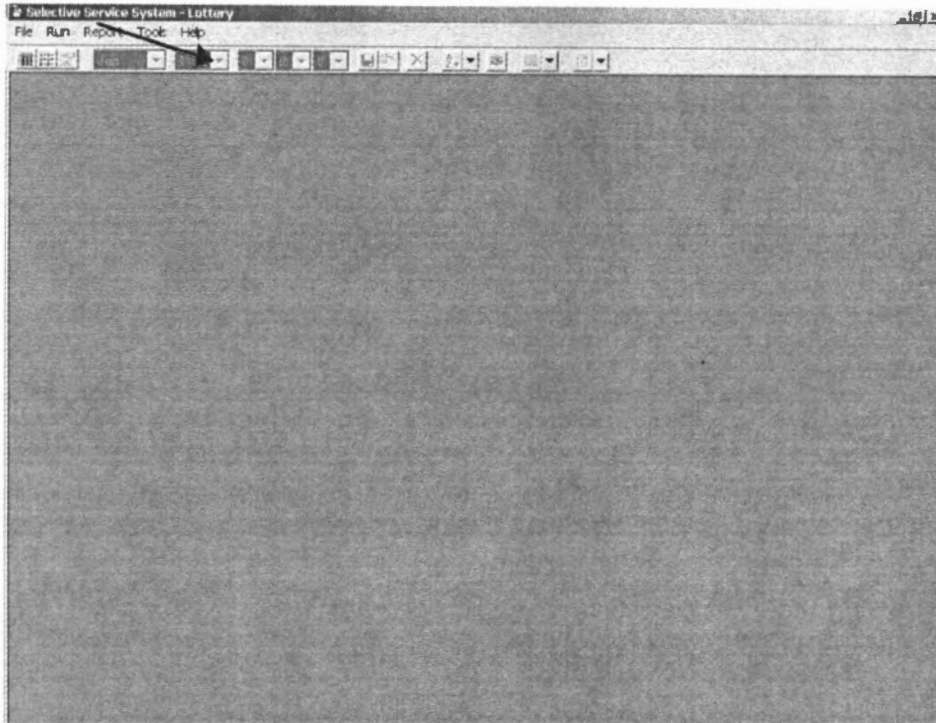
Sort By:  Capesale  RSN

RSN	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
315	163	354	198	122	217	234	244
388	164	248	191	262	218	011	245
309	165	118	192	329	219	358	246
048	166	180	193	275	220	037	247
148	167	084	194	209	221	293	248
350	168	015	195	073	222	056	249
207	169	366	196	189	223	322	250
216	170	348	197	194	224	196	251
170	171	029	198	191	225	064	252
110	172	053	199	202	226	129	253
099	173	030	200	204	227	272	254
069	174	137	201	211	228	093	255
267	175	115	202	220	229	132	256
185	176	155	203	355	230	134	257
153	177	090	204	158	231	103	258
345	178	127	205	349	232	016	259
055	179	299	206	282	233	128	260
278	180	060	207	047	234	151	261
057	181	362	208	292	235	249	262
218	182	036	209	316	236	255	263
044	183	197	210	146	237	075	264
264	184	097	211	305	238	235	265
288	185	116	212	195	239	168	266
113	186	352	213	098	240	257	267
323	187	312	214	346	241	162	268
310	188	161	215	131	242	062	269
193	189	107	216	142	243	297	270

Always remember that regardless of how you sort the information, the columns never change. Column one is always the air mix ball number and column two is always the RSN. Of course when in the DOB lottery, column two becomes the DOB but column one remains the air mix ball number. When in the lottery itself, the three columns are: Column 1 air mix ball number; Column 2 date of birth; and Column 3 the RSN.

After all air mix balls have been loaded, and the "there are no more air mix balls" box appear, click **OK** and select **Done**. The system will return to the main menu screen as seen on the next screen.

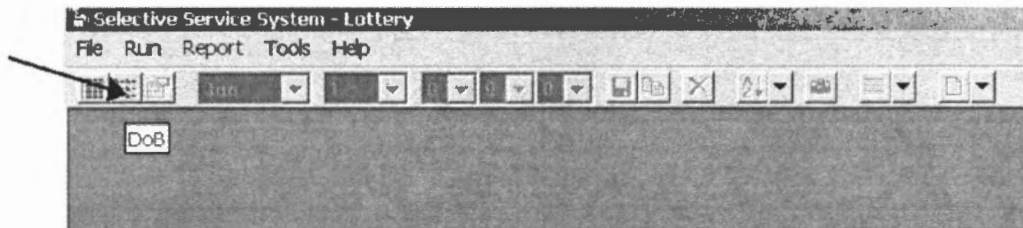
(Under Development: IT)



This concludes Step 1 of the lottery process. To summarize, at this point all 365 or 366 during leap year random sequence numbers (RSNs) have been inserted into all three number drawer racks. This step may not be needed.

### **Step 2 – Air Mix Ball Drum Loading of the Dates of Birth (DoB)**

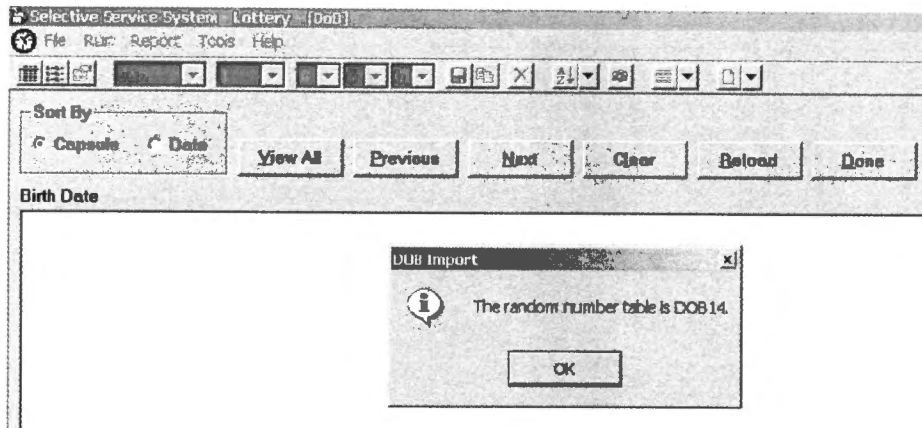
The second step of the lottery process is the loading of the date air mix balls into all three date drawer racks. The second box on the menu bar [see arrow below] is the Date of Birth [DoB] box. This step may not be needed.



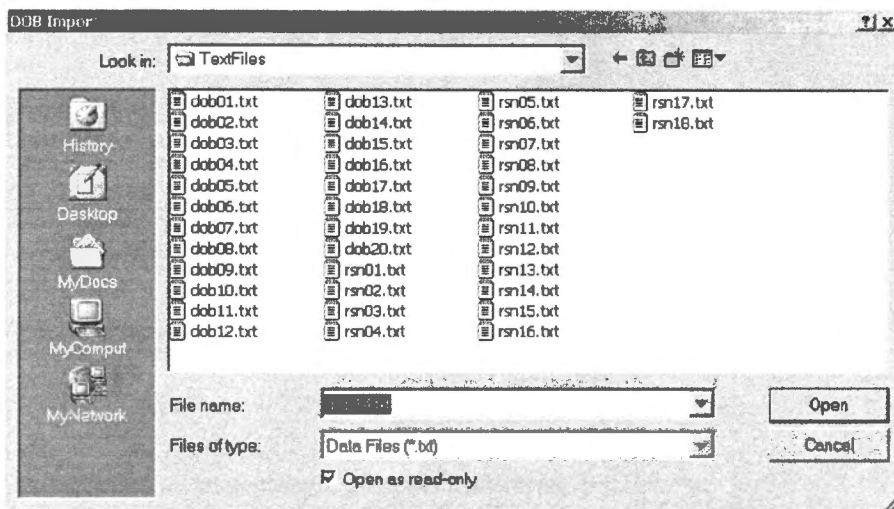
This step is a mirror of Step 1 except that you are now filling the date air mix balls.

**(Under Development: IT)**

To start this process, click on the **DoB** box and the following screen will appear showing the random table selected by the system. In this example, the random table for date of birth is No. 14. Any numbered DoB table, 001 through 020 could have been randomly selected by the system.

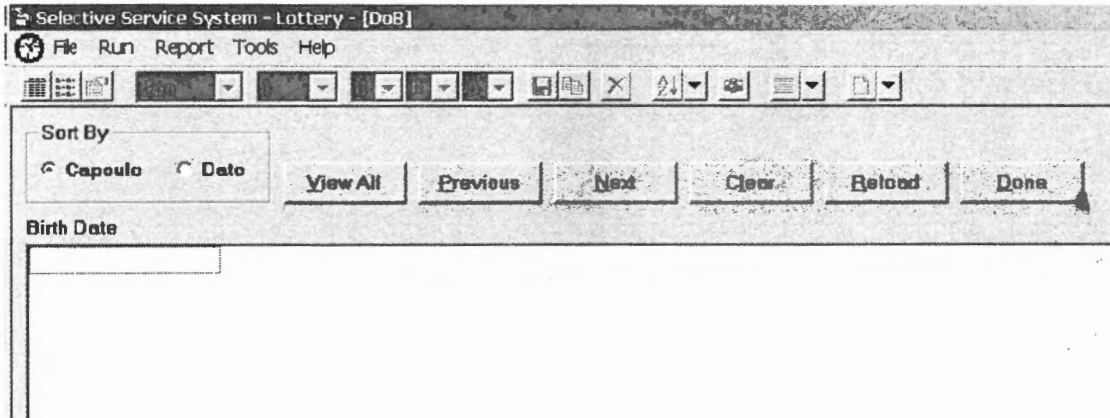


Select **OK** and the following import table will appear.

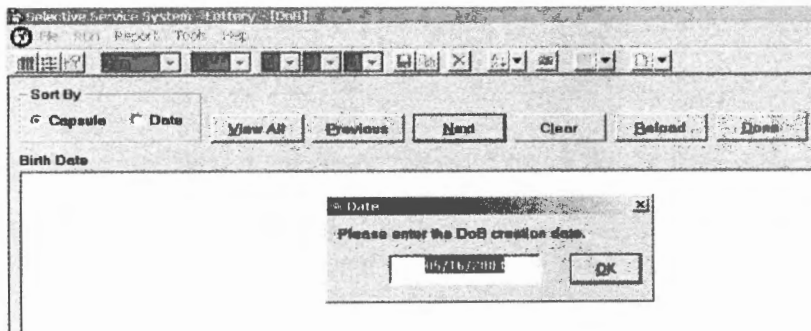


**(Under Development: IT)**

Refer to page 7 if you do not get the random table being referred to. Select **Open**. You will get the following screen for DoB.

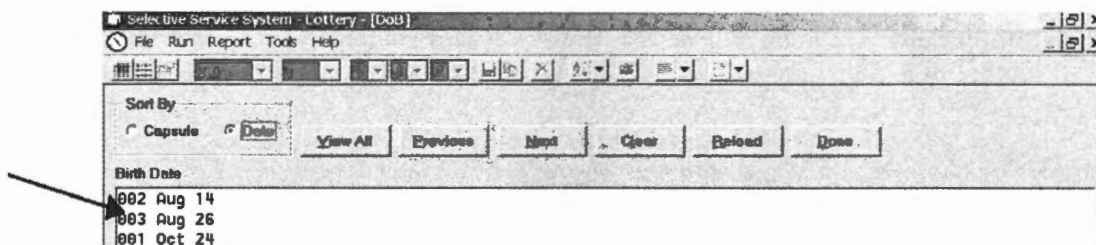
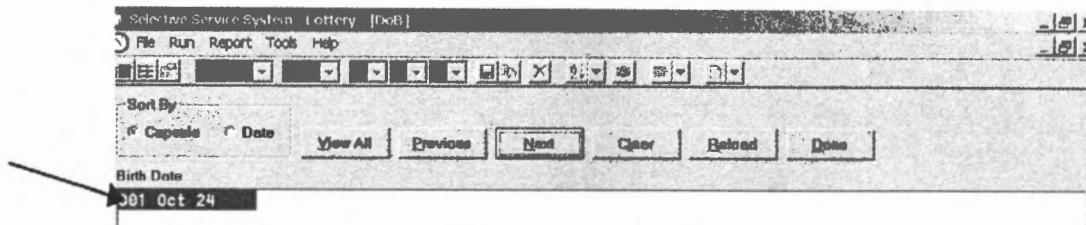


Select **“Next”** to start the draw and you will get the following screen within the screen. Upon acceptance of the date (usually the current day's date), click **OK**.



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The first DoB will appear as seen below. The information in the columns are: 001 = air mix ball number; Aug = month; and 19 = the day of the month. Sorting can also be performed in date order. Continue to select the "NEXT" button until all numbers have been selected.



Refer to page 9 to learn about column changes. See Chapter 3 for the details in the drawing process. Step 3 the Lottery. Upon the selection of the last air mix ball, depress "NEXT" again and the following message box will appear stating that 'There is no next air mix ball.'

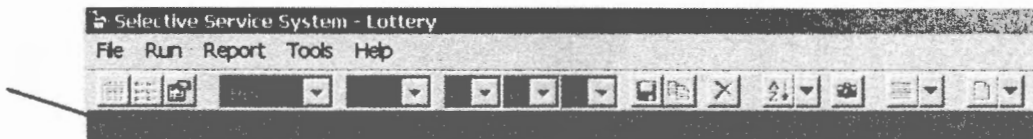
**(Under Development: IT)**

Sort By  
Capsule Date View All Previous Next Clear Refresh Done

Birth Date							
198 Oct 21	217 Aug 15	244 Apr 23	271 Jun 23	298 Dec 26	325 May 22	352 Mar 07	
191 Jun 03	218 Jun 24	245 Dec 18	272 Sep 28	299 Jul 25	326 Nov 14	353 Jan 02	
192 Jul 02	219 Mar 29	246 Apr 03	273 May 29	300 Aug 14	327 Jan 21	354 Aug 31	
193 Aug 24	220 Nov 09	247 Oct 04	274 Nov 12	301 Feb 16	328 Dec 29	355 Oct 31	
194 Jun 28	221 Feb 21	248 May 06	275 Sep 01	302 Aug 27	329 Dec 08	356 Dec 09	
195 Oct 12	222 Aug 11	249 Jun 05	276 Oct 19	303 Jan 07	330 Jul 21	357 Aug 13	
196 Jun 27	223 Jan 28	250 Jun 20	277 Sep 12	304 Sep 06	331 Dec 02	358 Mar 19	
197 Aug 25	224 Dec 01	251 Nov 21	278 Dec 24	305 Dec 24	332 Aug 02	359 Feb 03	
198 Oct 24	225 Jul 12	252 Nov 1	279 Nov 05	306 Nov 05	333 May 02	360 Dec 31	
199 Apr 28	226 Jan 25	253 Mar 08	280 Aug 08	307 Aug 08	334 Oct 01	361 Aug 06	
200 Feb 15	227 May 04	254 Jul 01	281 Mar 18	308 Mar 18	335 Jan 15	362 Mar 28	
201 May 19	228 Jul 08	255 Nov 01	282 Aug 03	309 Aug 03	336 Dec 27	363 Sep 26	
202 Sep 18	229 May 28	256 Mar 01	283 Oct 07	310 Oct 07	337 Oct 27	364 Oct 28	
203 Aug 05	230 Jul 17	257 Jun 01	284 Nov 25	311 Nov 25	338 Sep 07	365 Oct 22	
204 Dec 28	231 Mar 11	258 Mar 27	285 Dec 17	312 Oct 02	339 Jul 19	366 Oct 14	
205 Apr 24	232 Sep 18	259 Apr 30	286 Aug 09	313 Mar 16	340 Aug 22		
206 Feb 28	233 Mar 06	260 Nov 01	287 Apr 19	314 Nov 28	341 Jul 11		
207 Nov 22	234 Aug 23	261 Jun 29	288 Apr 07	315 Apr 22	342 Aug 29		
208 Nov 24	235 Apr 16	262 Apr 26	289 Oct 18	316 May 23	343 Aug 26		
209 Jul 31	236 Oct 16	263 Feb 29	290 Dec 30	317 Jul 23	344 May 05		
210 Feb 01	237 Jun 18	264 Oct 17	291 May 15	318 Aug 07	345 May 24		
211 Apr 05	238 Dec 03	265 May 17	292 Feb 24	319 Jan 28	346 Mar 15		
212 Jun 06	239 Apr 21	266 Sep 14	293 Aug 18	320 Nov 11	347 Sep 22		
213 Jul 29	240 Oct 11	267 Jul 04	294 Apr 18	321 Nov 02	348 Dec 20		
214 Sep 30	241 Mar 17	268 Jan 11	295 Mar 04	322 Jul 24	349 Jun 30		
215 Mar 14	242 Mar 03	269 Feb 25	296 May 30	323 Jan 26	350 Dec 10		
216 Feb 23	243 Jun 02	270 Apr 09	297 Feb 27	324 Aug 28	351 Feb 18		

Balls will replace capsule. (Under Development: IT)

Select **OK**. Depress **“DONE”** and your system will return to the lottery main menu screen. Notice that the RSN and DoB icons are shaded out. Only the lottery icon can be accessed, which is Step 3 of the lottery process.

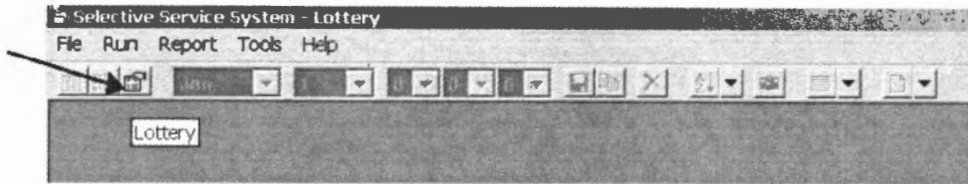


This concludes Step 2 of the lottery process. To summarize, at this point, all 365 or 366 during leap year random sequence air mix dates of birth have been placed into all three racks.

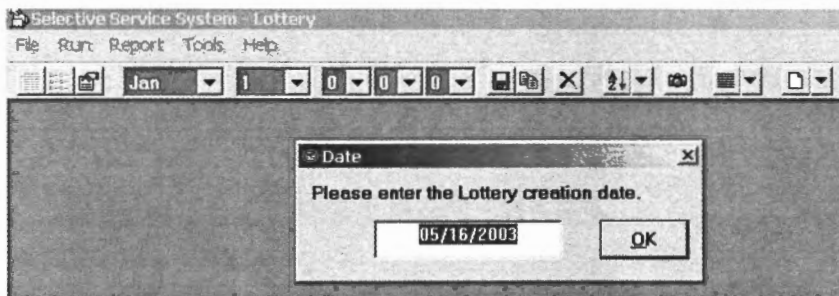
### Step 3 - The Lottery Drawing (LOT)

The third step of the lottery process is the actual drawing of the air mix balls and the recording of the dates and numbers housed within the air mix balls. To start the process, click on the **Lottery** box, as seen below. Remember, you will not be able to start the Lottery process if the RSN and DoB processes have not been completed.

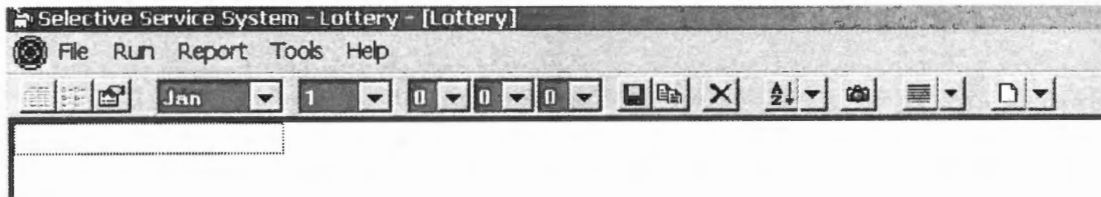




The following screen will appear. The box within the screen displays the current date, the day that the lottery is being run. Click **OK** to accept.

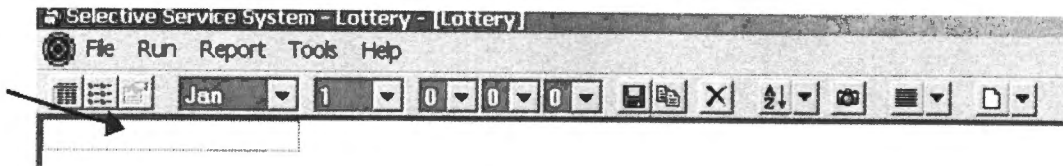


The following screen will appear. Even though Jan 1 is displayed, this does not mean that it will be the first date drawn. It is simply showing because it starts each new year. The screen below is the screen you will see when you are ready to run the lottery.



**(Under Development: IT)**

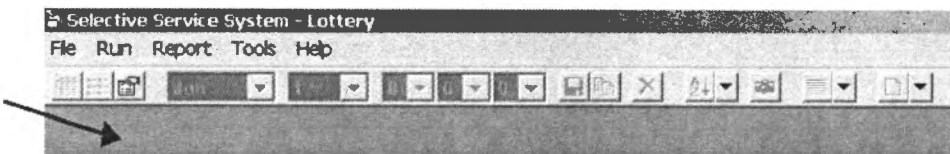
If the Lottery button is dimmed, see screen below, the lottery cannot be run because a step has not been successfully completed.



Notice the RSN and DoB buttons to the left of the lottery button are not dimmed. This means that Steps 1 and/or 2 have not been completed and therefore the lottery cannot be performed.

**Steps 1 and 2 MUST be completed before a lottery can be performed.**

Refer to the partial screen below. You will see that the lottery button is illuminated which means that Steps 1 and 2 have been performed. In fact, the RSN and DoB buttons are now dimmed. The RSN and DoB buttons will only be dimmed when **both** steps have been completed.



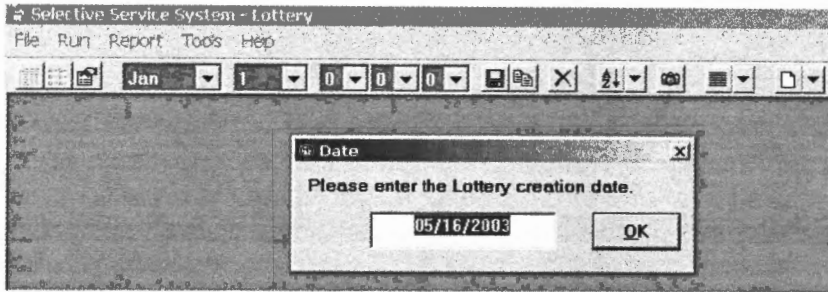
A lottery must be run now. If you do not run a lottery at this point, you must go to **File** and click on **Clear All Data**. You cannot open the RSN or DoB databases until a lottery is run. To be able to access the RSN and DoB databases, you must clear all data as stated above. You will be prompted: **“Are you sure you want to delete the entire lottery data? Once you delete the data you can’t recover them.”** You may choose to save the data, but remember, you will only be able to run a full lottery on what you save. The other databases will not be accessible to you until a lottery is run. You may elect not to save and delete the RSN and DoB data you have captured in Steps 1 and 2. In doing the **Clear All** you will again have access to the other databases (RSN and DoB).

In the RSN and DoB data you have only a air mix ball number and the RSN or DoB number. When performing the lottery step, you will have an air mix ball number, an RSN number and a DoB number. See Chapter 3 for the complete process.

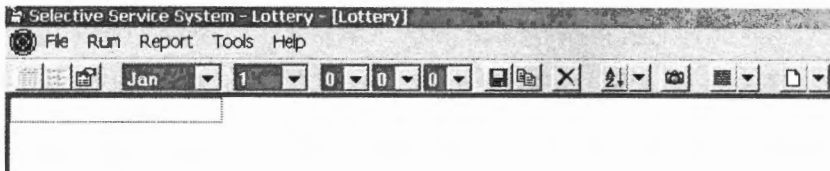
It is now time for the lottery drawing exercise to start.

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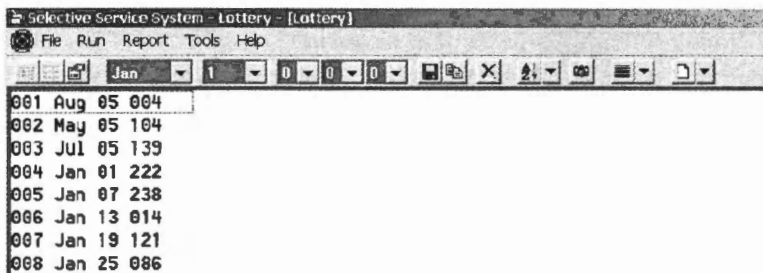
Again, to start the process, click on the **Lottery** box icon and the date will appear. The box within the screen displays the current date, the day that the lottery is being run. Click **OK** to accept. This will determine leap or non-leap year.



The following screen will appear and you are now ready to record the first date and number called.



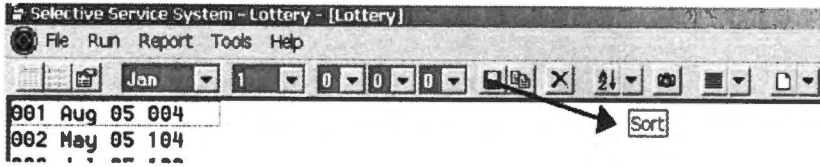
The following screen shows how the dates and numbers are displayed once called during the lottery.



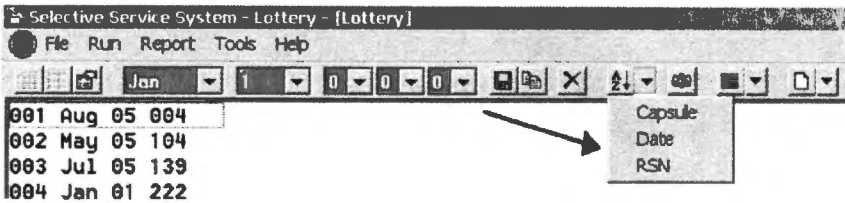
**Column One** in the above screen is always the **ball number**. **Column Two** will always be the **month**; **Column Three** will always be the **day of the month**; and **Column Four** will always be the **random sequence number (RSN)**. When the very first date and number are announced, the default setting will record the data in ball sequence. Note: first column is counter, second column date ball, and third number ball.

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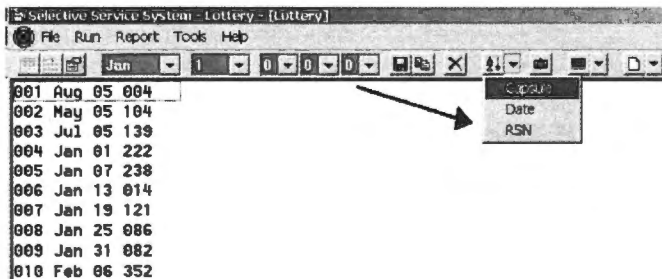
This selected icon is showing which icon to select in order to change how a sort is performed.



This selected icon is showing the three types of sort which can be performed: Ball [the default], Date and RSN.

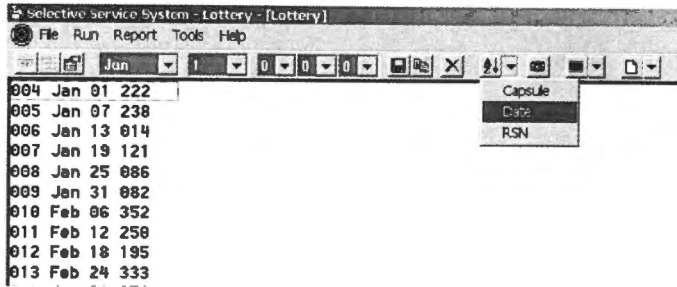


A sort on Air mix ball will be displayed as below:

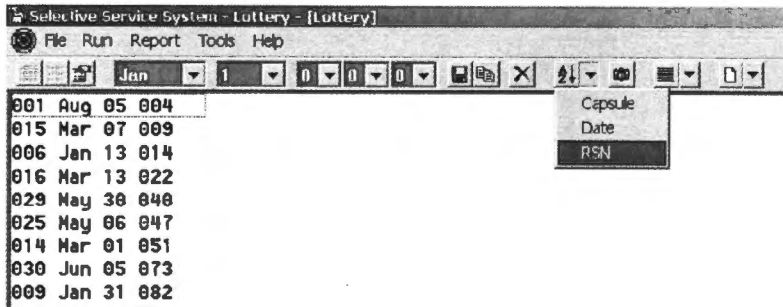


Notice that Column One is in consecutive order. The highlighted sort lets you know what sort is being performed. A sort on Date, column two, will be displayed as below:

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A sort on RSN, column four, will be displayed as below:



When the last two air mix balls have been drawn and read, the screens will look as shown below. Screen 1 will show the first 183 dates and numbers called, and Screen 2 will show the remaining 182 or 183 during leap year dates and numbers. Remember, the dates and numbers will be called in random order and will not appear as seen on the next two screens.

**(Under Development: IT)**

HALF SCREEN # 1

Selective Service System - Lottery - (Lottery)																							
File Run Report Tools Help																							
Jan 1 0 0 0																							
001	Jan	01	001	035	Feb	04	035	069	Mar	09	069	103	Apr	12	103	137	May	16	137	171	Jun	19	171
002	Jan	02	002	036	Feb	05	036	070	Mar	10	070	104	Apr	13	104	138	May	17	138	172	Jun	20	172
003	Jan	03	003	037	Feb	06	037	071	Mar	11	071	105	Apr	14	105	139	May	18	139	173	Jun	21	173
004	Jan	04	004	038	Feb	07	038	072	Mar	12	072	106	Apr	15	106	140	May	19	140	174	Jun	22	174
005	Jan	05	005	039	Feb	08	039	073	Mar	13	073	107	Apr	16	107	141	May	20	141	175	Jun	23	175
006	Jan	06	006	040	Feb	09	040	074	Mar	14	074	108	Apr	17	108	142	May	21	142	176	Jun	24	176
007	Jan	07	007	041	Feb	10	041	075	Mar	15	075	109	Apr	18	109	143	May	22	143	177	Jun	25	177
008	Jan	08	008	042	Feb	11	042	076	Mar	16	076	110	Apr	19	110	144	May	23	144	178	Jun	26	178
009	Jan	09	009	043	Feb	12	043	077	Mar	17	077	111	Apr	20	111	145	May	24	145	179	Jun	27	179
010	Jan	10	010	044	Feb	13	044	078	Mar	18	078	112	Apr	21	112	146	May	25	146	180	Jun	28	180
011	Jan	11	011	045	Feb	14	045	079	Mar	19	079	113	Apr	22	113	147	May	26	147	181	Jun	29	181
012	Jan	12	012	046	Feb	15	046	080	Mar	20	080	114	Apr	23	114	148	May	27	148	182	Jun	30	182
013	Jan	13	013	047	Feb	16	047	081	Mar	21	081	115	Apr	24	115	149	May	28	149	183	Jul	01	183
014	Jan	14	014	048	Feb	17	048	082	Mar	22	082	116	Apr	25	116	150	May	29	150				
015	Jan	15	015	049	Feb	18	049	083	Mar	23	083	117	Apr	26	117	151	May	30	151				
016	Jan	16	016	050	Feb	19	050	084	Mar	24	084	118	Apr	27	118	152	May	31	152				
017	Jan	17	017	051	Feb	20	051	085	Mar	25	085	119	Apr	28	119	153	Jun	01	153				
018	Jan	18	018	052	Feb	21	052	086	Mar	26	086	120	Apr	29	120	154	Jun	02	154				
019	Jan	19	019	053	Feb	22	053	087	Mar	27	087	121	Apr	30	121	155	Jun	03	155				
020	Jan	20	020	054	Feb	23	054	088	Mar	28	088	122	May	01	122	156	Jun	04	156				
021	Jan	21	021	055	Feb	24	055	089	Mar	29	089	123	May	02	123	157	Jun	05	157				
022	Jan	22	022	056	Feb	25	056	090	Mar	30	090	124	May	03	124	158	Jun	06	158				
023	Jan	23	023	057	Feb	26	057	091	Mar	31	091	125	May	04	125	159	Jun	07	159				
024	Jan	24	024	058	Feb	27	058	092	Apr	01	092	126	May	05	126	160	Jun	08	160				
025	Jan	25	025	059	Feb	28	059	093	Apr	02	093	127	May	06	127	161	Jun	09	161				
026	Jan	26	026	060	Feb	29	060	094	Apr	03	094	128	May	07	128	162	Jun	10	162				
027	Jan	27	027	061	Mar	01	061	095	Apr	04	095	129	May	08	129	163	Jun	11	163				
028	Jan	28	028	062	Mar	02	062	096	Apr	05	096	130	May	09	130	164	Jun	12	164				
029	Jan	29	029	063	Mar	03	063	097	Apr	06	097	131	May	10	131	165	Jun	13	165				
030	Jan	30	030	064	Mar	04	064	098	Apr	07	098	132	May	11	132	166	Jun	14	166				
031	Jan	31	031	065	Mar	05	065	099	Apr	08	099	133	May	12	133	167	Jun	15	167				
032	Feb	01	032	066	Mar	06	066	100	Apr	09	100	134	May	13	134	168	Jun	16	168				
033	Feb	02	033	067	Mar	07	067	101	Apr	10	101	135	May	14	135	169	Jun	17	169				
034	Feb	03	034	068	Mar	08	068	102	Apr	11	102	136	May	15	136	170	Jun	18	170				

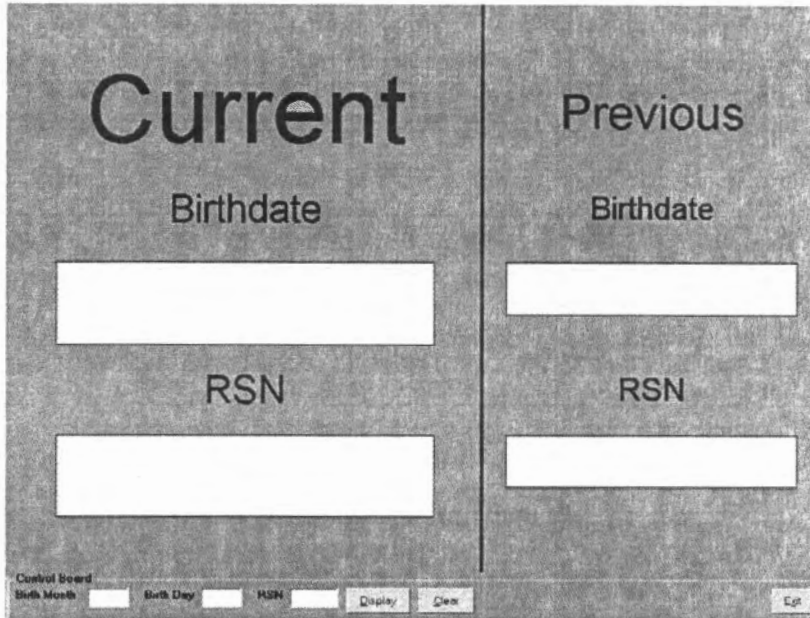
(Under Development: IT)

HALF SCREEN # 2

Pervive Service System Lottery [Lottery]																							
File Run Report Tools Help																							
Jan 1 0 0 0																							
184	Jul	02	184	218	Aug	05	218	252	Sep	08	260	286	Oct	14	294	320	Nov	18	328	354	Dec	22	362
185	Jul	03	185	219	Aug	06	219	253	Sep	09	261	287	Oct	15	295	321	Nov	19	329	355	Dec	23	363
186	Jul	04	186	220	Aug	07	220	254	Sep	10	262	288	Oct	16	296	322	Nov	20	330	356	Dec	24	365
187	Jul	05	187	221	Aug	08	221	255	Sep	11	263	289	Oct	17	297	323	Nov	21	331	357	Dec	25	366
188	Jul	06	188	222	Aug	09	222	256	Sep	12	264	290	Oct	18	298	324	Nov	22	332	358	Dec	26	241
189	Jul	07	189	223	Aug	10	223	257	Sep	13	265	291	Oct	19	299	325	Nov	23	333	359	Dec	27	242
190	Jul	08	190	224	Aug	11	224	258	Sep	14	266	292	Oct	20	300	326	Nov	24	334	360	Dec	28	243
191	Jul	09	191	225	Aug	12	225	259	Sep	15	267	293	Oct	21	301	327	Nov	25	335	361	Dec	29	244
192	Jul	10	192	226	Aug	13	226	260	Sep	16	268	294	Oct	22	302	328	Nov	26	336	362	Dec	30	245
193	Jul	11	193	227	Aug	14	227	261	Sep	17	269	295	Oct	23	303	329	Nov	27	337	363	Dec	31	246
194	Jul	12	194	228	Aug	15	228	262	Sep	18	270	296	Oct	24	304	330	Nov	28	338	364	Oct	07	247
195	Jul	13	195	229	Aug	16	229	263	Sep	19	271	297	Oct	25	305	331	Nov	29	339	365	Oct	08	248
196	Jul	14	196	230	Aug	17	230	264	Sep	20	272	298	Oct	26	306	332	Nov	30	340	366	Nov	08	364
197	Jul	15	197	231	Aug	18	231	265	Sep	21	273	299	Oct	27	307	333	Dec	01	341				
198	Jul	16	198	232	Aug	19	232	266	Sep	22	274	300	Oct	28	308	334	Dec	02	342				
199	Jul	17	199	233	Aug	20	233	267	Sep	23	275	301	Oct	29	309	335	Dec	03	343				
200	Jul	18	200	234	Aug	21	234	268	Sep	24	276	302	Oct	30	310	336	Dec	04	344				
201	Jul	19	201	235	Aug	22	235	269	Sep	25	277	303	Oct	31	311	337	Dec	05	345				
202	Jul	20	202	236	Aug	23	236	270	Sep	26	278	304	Nov	01	312	338	Dec	06	346				
203	Jul	21	203	237	Aug	24	237	271	Sep	27	279	305	Nov	02	313	339	Dec	07	347				
204	Jul	22	204	238	Aug	25	238	272	Sep	28	280	306	Nov	03	314	340	Dec	08	348				
205	Jul	23	205	239	Aug	26	239	273	Sep	29	281	307	Nov	04	315	341	Dec	09	349				
206	Jul	24	206	240	Aug	27	240	274	Sep	30	282	308	Nov	05	316	342	Dec	10	350				
207	Jul	25	207	241	Aug	28	241	275	Oct	01	283	309	Nov	06	317	343	Dec	11	351				
208	Jul	26	208	242	Aug	29	250	276	Oct	02	284	310	Nov	07	318	344	Dec	12	352				
209	Jul	27	209	243	Aug	30	251	277	Oct	03	285	311	Nov	09	319	345	Dec	13	353				
210	Jul	28	210	244	Aug	31	252	278	Oct	04	286	312	Nov	10	320	346	Dec	14	354				
211	Jul	29	211	245	Sep	01	253	279	Oct	05	287	313	Nov	11	321	347	Dec	15	355				
212	Jul	30	212	246	Sep	02	254	280	Oct	06	288	314	Nov	12	322	348	Dec	16	356				
213	Jul	31	213	247	Sep	03	255	281	Oct	09	289	315	Nov	13	323	349	Dec	17	357				
214	Aug	01	214	248	Sep	04	256	282	Oct	10	290	316	Nov	14	324	350	Dec	18	358				
215	Aug	02	215	249	Sep	05	257	283	Oct	11	291	317	Nov	15	325	351	Dec	19	359				
216	Aug	03	216	250	Sep	06	258	284	Oct	12	292	318	Nov	16	326	352	Dec	20	360				
217	Aug	04	217	251	Sep	07	259	285	Oct	13	293	319	Nov	17	327	353	Dec	21	361				

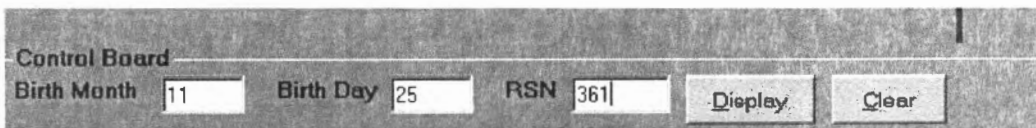
(Under Development: IT)

Between the two large screen is a **smaller screen**. See below.



This screen displays the last number called and the number called before that. As the next number is called the number showing as Previous will disappear. The number showing as Current will move over to the Previous slots and the last number called will be showing in Current. See examples below.

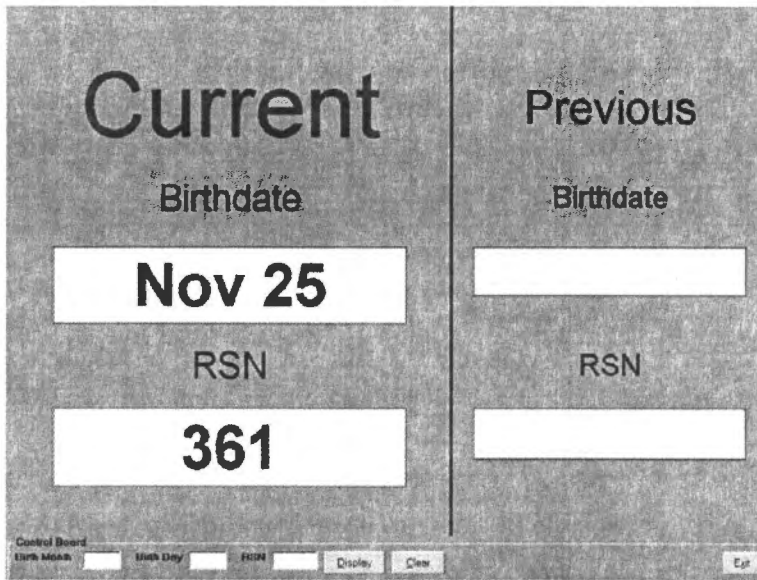
Example: The very first number in a lottery drawing was November 25 and the random sequence number drawn was 361.



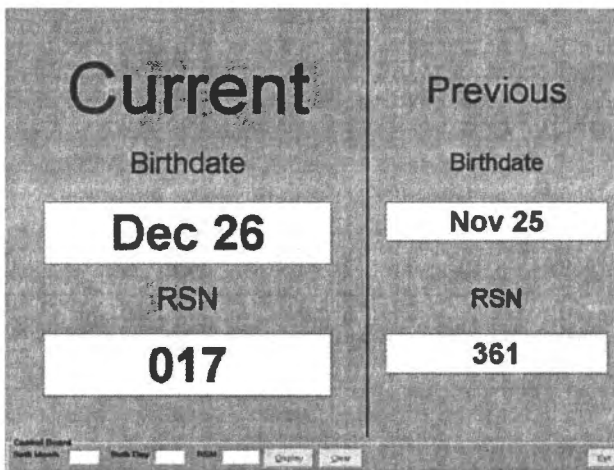
Above is the bottom portion of the small screen and as you see, this is where the announcements are recorded. After the Birth Month, Birth Day and RSN have been announced and keyed, the PC operator will select the Display button and the screen will look as shown next.

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Since this was the first number announced, there is no data for the previous side of the screen. Now, let say the second number announced is December 26 and the RSN selected and announced was number 17. The screen will then appear as follows:



The third number and date announced: June 9, number 47. The screen would appear as follows:

**(Under Development: IT)**

Current	Previous
Birthdate	Birthdate
<b>Jun 9</b>	<b>Dec 26</b>
RSN	RSN
<b>047</b>	<b>017</b>

Control Panel Birth Month Birth Day Year Display Exit

As shown from screen below, the first half or second half of the lottery can be fully viewed at anytime. When selecting **All**, you will get the entire 365 or 366 during leap year drawings. However, it cannot be shown in that fashion in this manual in that format.

Selective Service System - Lottery - [Lottery]

File Run Report Tools Help

Jan 1 0 0 0

184	Jul 02	184	218	Aug 05	218	252	Sep 08	260	286	0	First Half	20
185	Jul 03	185	219	Aug 06	219	253	Sep 09	261	287	0	Second Half	21
186	Jul 04	186	220	Aug 07	220	254	Sep 10	262	288	0	All	22
187	Jul 05	187	221	Aug 08	221	255	Sep 11	263	289	Oct 17	297	323

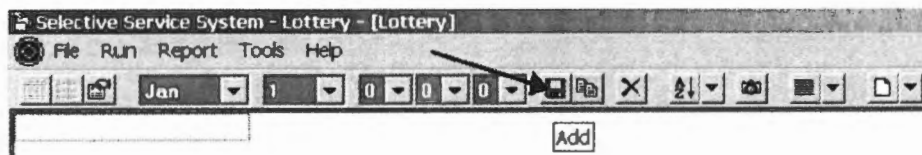
Note: first column is counter, second column is date, and third is random sequence number. **(Under Development: IT)**

To see All --view all screen-- click on the 'camera' icon.

Lottery Sorted by Capsule												Lottery Sorted by Capsule on 1/28/2002												CAP DOB RSN																																																																																																																																																																																																																																																																																																																																																					
001 Jan 01 001	044 Feb 13 044	087 Mar 27 087	130 May 09 130	173 Jun 21 173	216 Aug 03 216	259 Sep 15 257	302 Oct 30 310	345 Dec 13 353	002 Jan 02 002	045 Feb 14 045	088 Mar 28 088	131 May 10 131	174 Jun 22 174	217 Aug 04 217	260 Sep 16 268	303 Oct 31 311	346 Dec 14 354	003 Jan 03 003	046 Feb 15 046	089 Mar 29 089	132 May 11 132	175 Jun 23 175	218 Aug 05 218	261 Sep 17 269	304 Nov 01 312	347 Dec 15 355	004 Jan 04 004	047 Feb 16 047	090 Mar 30 090	133 May 12 133	176 Jun 24 176	219 Aug 06 219	262 Sep 18 270	305 Nov 02 313	348 Dec 16 356	005 Jan 05 005	048 Feb 17 048	091 Mar 31 091	134 May 13 134	177 Jun 25 177	220 Aug 07 220	263 Sep 19 271	306 Nov 03 314	349 Dec 17 357	006 Jan 06 006	049 Feb 18 049	092 Apr 01 092	135 May 14 135	178 Jun 26 178	221 Aug 08 221	264 Sep 20 272	307 Nov 04 315	350 Dec 18 358	007 Jan 07 007	050 Feb 19 050	093 Apr 02 093	136 May 15 136	179 Jun 27 179	222 Aug 09 222	265 Sep 21 273	308 Nov 05 316	351 Dec 19 359	008 Jan 08 008	051 Feb 20 051	094 Apr 03 094	137 May 16 137	180 Jun 28 180	223 Aug 10 223	266 Sep 22 274	309 Nov 06 317	352 Dec 20 360	009 Jan 09 009	052 Feb 21 052	095 Apr 04 095	138 May 17 138	181 Jun 29 181	224 Aug 11 224	267 Sep 23 275	310 Nov 07 318	353 Dec 21 361	010 Jan 10 010	053 Feb 22 053	096 Apr 05 096	139 May 18 139	182 Jun 30 182	225 Aug 12 225	268 Sep 24 276	311 Nov 09 319	354 Dec 22 362	011 Jan 11 011	054 Feb 23 054	097 Apr 06 097	140 May 19 140	183 Jul 01 183	226 Aug 13 226	269 Sep 25 277	312 Nov 10 320	355 Dec 23 363	012 Jan 12 012	055 Feb 24 055	098 Apr 07 098	141 May 20 141	184 Jul 02 184	227 Aug 14 227	270 Sep 26 278	313 Nov 11 321	356 Dec 24 365	013 Jan 13 013	056 Feb 25 056	099 Apr 08 099	142 May 21 142	185 Jul 03 185	228 Aug 15 228	271 Sep 27 279	314 Nov 12 322	357 Dec 25 366	014 Jan 14 014	057 Feb 26 057	100 Apr 09 100	143 May 22 143	186 Jul 04 186	229 Aug 16 229	272 Sep 28 280	315 Nov 13 323	358 Dec 26 367	015 Jan 15 015	058 Feb 27 058	101 Apr 10 101	144 May 23 144	187 Jul 05 187	230 Aug 17 230	273 Sep 29 281	316 Nov 14 324	359 Dec 27 368	016 Jan 16 016	059 Feb 28 059	102 Apr 11 102	145 May 24 145	188 Jul 06 188	231 Aug 18 231	274 Sep 30 282	317 Nov 15 325	360 Dec 28 369	017 Jan 17 017	060 Feb 29 060	103 Apr 12 103	146 May 25 146	189 Jul 07 189	232 Aug 19 232	275 Oct 01 283	318 Nov 16 326	361 Dec 29 370	018 Jan 18 018	061 Mar 01 061	104 Apr 13 104	147 May 26 147	190 Jul 08 190	233 Aug 20 233	276 Oct 02 284	319 Nov 17 327	362 Dec 30 371	019 Jan 19 019	062 Mar 02 062	105 Apr 14 105	148 May 27 148	191 Jul 09 191	234 Aug 21 234	277 Oct 03 285	320 Nov 18 328	363 Dec 31 372	020 Jan 20 020	063 Mar 03 063	106 Apr 15 106	149 May 28 149	192 Jul 10 192	235 Aug 22 235	278 Oct 04 286	321 Nov 19 329	364 Dec 01 373	021 Jan 21 021	064 Mar 04 064	107 Apr 16 107	150 May 29 150	193 Jul 11 193	236 Aug 23 236	279 Oct 05 287	322 Nov 20 330	365 Dec 02 374	022 Jan 22 022	065 Mar 05 065	108 Apr 17 108	151 May 30 151	194 Jul 12 194	237 Aug 24 237	280 Oct 06 288	323 Nov 21 331	366 Dec 03 375	023 Jan 23 023	066 Mar 06 066	109 Apr 18 109	152 May 31 152	195 Jul 13 195	238 Aug 25 238	281 Oct 07 289	324 Nov 22 332	024 Jan 24 024	067 Mar 07 067	110 Apr 19 110	153 Jun 01 153	196 Jul 14 196	239 Aug 26 239	282 Oct 08 290	325 Nov 23 333	025 Jan 25 025	068 Mar 08 068	111 Apr 20 111	154 Jun 02 154	197 Jul 15 197	240 Aug 27 240	283 Oct 09 291	326 Nov 24 334	026 Jan 26 026	069 Mar 09 069	112 Apr 21 112	155 Jun 03 155	198 Jul 16 198	241 Aug 28 241	284 Oct 10 292	327 Nov 25 335	027 Jan 27 027	070 Mar 10 070	113 Apr 22 113	156 Jun 04 156	199 Jul 17 199	242 Aug 29 242	285 Oct 11 293	328 Nov 26 336	028 Jan 28 028	071 Mar 11 071	114 Apr 23 114	157 Jun 05 157	200 Jul 18 200	243 Aug 30 243	286 Oct 12 294	329 Nov 27 337	029 Jan 29 029	072 Mar 12 072	115 Apr 24 115	158 Jun 06 158	201 Jul 19 201	244 Aug 31 244	287 Oct 13 295	330 Nov 28 338	030 Jan 30 030	073 Mar 13 073	116 Apr 25 116	159 Jun 07 159	202 Jul 20 202	245 Sep 01 245	288 Oct 14 296	331 Nov 29 339	031 Jan 31 031	074 Mar 14 074	117 Apr 26 117	160 Jun 08 160	203 Jul 21 203	246 Sep 02 246	289 Oct 15 297	332 Nov 30 340	032 Feb 01 032	075 Mar 15 075	118 Apr 27 118	161 Jun 09 161	204 Jul 22 204	247 Sep 03 247	290 Oct 16 298	333 Dec 01 341	033 Feb 02 033	076 Mar 16 076	119 Apr 28 119	162 Jun 10 162	205 Jul 23 205	248 Sep 04 248	291 Oct 17 299	334 Dec 02 342	034 Feb 03 034	077 Mar 17 077	120 Apr 29 120	163 Jun 11 163	206 Jul 24 206	249 Sep 05 249	292 Oct 18 300	335 Dec 03 343	035 Feb 04 035	078 Mar 18 078	121 Apr 30 121	164 Jun 12 164	207 Jul 25 207	250 Sep 06 250	293 Oct 19 301	336 Dec 04 344	036 Feb 05 036	079 Mar 19 079	122 May 01 122	165 Jun 13 165	208 Jul 26 208	251 Sep 07 251	294 Oct 20 302	337 Dec 05 345	037 Feb 06 037	080 Mar 20 080	123 May 02 123	166 Jun 14 166	209 Jul 27 209	252 Sep 08 252	295 Oct 21 303	338 Dec 06 346	038 Feb 07 038	081 Mar 21 081	124 May 03 124	167 Jun 15 167	210 Jul 28 210	253 Sep 09 253	296 Oct 22 304	339 Dec 07 347	039 Feb 08 039	082 Mar 22 082	125 May 04 125	168 Jun 16 168	211 Jul 29 211	254 Sep 10 254	297 Oct 23 305	340 Dec 08 348	040 Feb 09 040	083 Mar 23 083	126 May 05 126	169 Jun 17 169	212 Jul 30 212	255 Sep 11 255	298 Oct 24 306	341 Dec 09 349	041 Feb 10 041	084 Mar 24 084	127 May 06 127	170 Jun 18 170	213 Jul 31 213	256 Sep 12 256	299 Oct 25 307	342 Dec 10 350	042 Feb 11 042	085 Mar 25 085	128 May 07 128	171 Jun 19 171	214 Aug 01 214	257 Sep 13 257	300 Oct 26 308	343 Dec 11 351	043 Feb 12 043	086 Mar 26 086	129 May 08 129	172 Jun 20 172	215 Aug 02 215	258 Sep 14 258	301 Oct 27 309	344 Dec 12 352

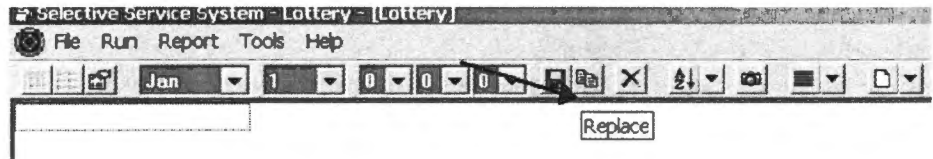
Additional screens which will be used are identified below.

After selecting the announced date and/or number, the Add {disk} icon must be selected in order to post the date and or number in the screen. Both month and date and RSN must be entered before an Add will take place.

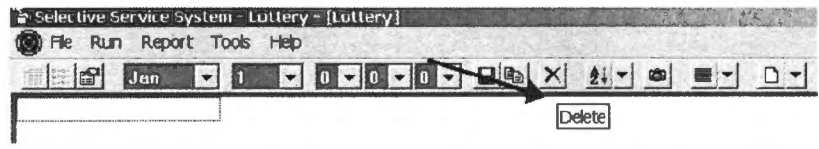


(Under Development: IT)

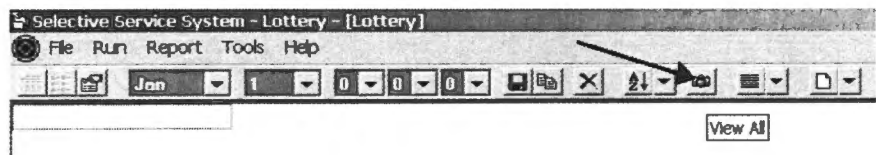
To Replace {double page}: This icon will be selected when an incorrect entry for month or date or RSN has occurred. User will delete the entry and select the correct drop-down menu data. **Remember, never perform the delete function in replacing data unless the sort sequence is in air mix ball order.**



To Delete {large ex}: This icon will be selected when the last lottery number on the whole list, in air mix ball sequence is to be deleted. **Remember, never perform the delete function unless the sort sequence is in air mix ball order.**

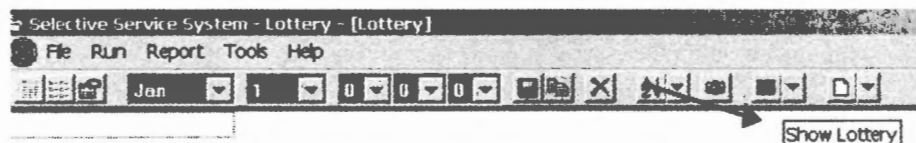


To View All {camera}: Select this icon when it is desired to see all dates and numbers that have been announced.

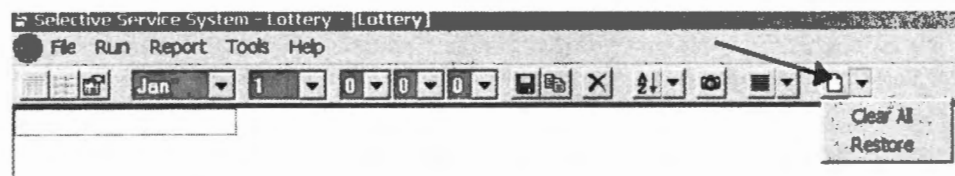


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To Show Lottery {page of lines}: Selecting this icon will give the choice of viewing the first half (the first 183 dates and numbers announced); the second half (the second set of 182 or 183 during leap year dates and numbers announced) or to show all dates and numbers that have been announced. Remember to scroll across to see all dates and numbers.

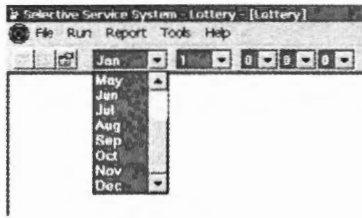


To Clear All or Restore {blank page}: When **Clear All** is selected, the current data showing on the lottery screen will be erased. Select **Restore** to retrieve what was just eradicated. Remember, the current lottery screen can be overwritten with whichever lottery data you select.

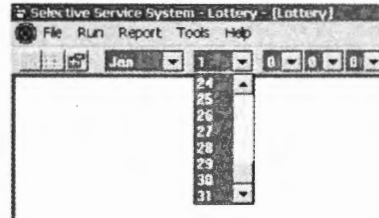


When selecting the month, day and numbers, drop-down lists will be used. See series of screens below:

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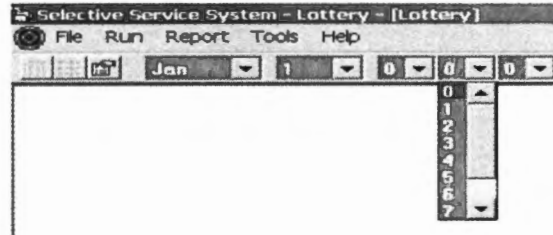
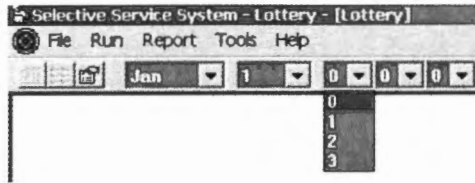
Month



Day

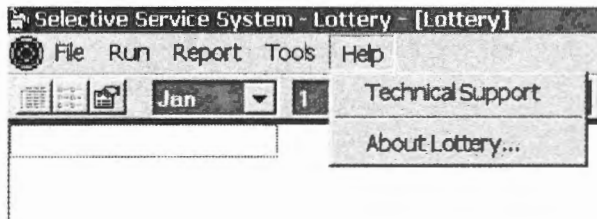
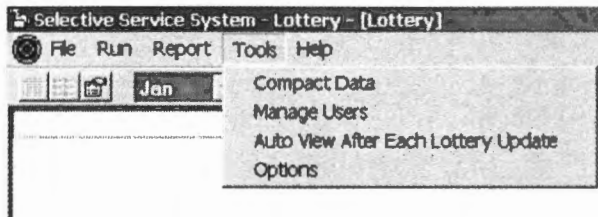
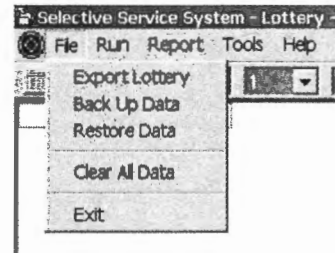
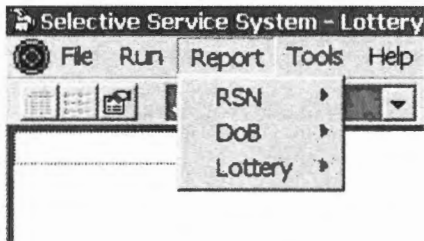
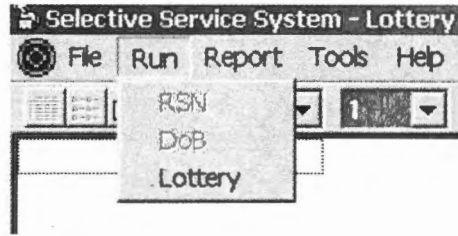
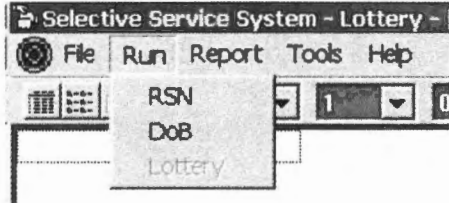
**(Under Development: IT)**

RSN (consisting of 3 digits)



(Under Development: IT)

Other featured boxes with drop-down screens.



**(Under Development: IT)**



This concludes Step 3 of the lottery process. To summarize, at this point, all 365 or 366 during leap year random sequence numbers and dates of birth have been drawn and recorded. After all numbers and dates have been certified proceed to Step 4.

**STEP 4 -Random Sequence Number Ball Recording onto RCV/CRPP (RSNREC)**

At the completion of the lottery drawing and upon certification of correctness by Official Observers, the results of the lottery drawing will, upon direction from the Associate Director for Operations, be (a) exported to a CD and presented to an SSS OP/IT representative who will transmit the data to the Data Management Center (DMC) from National Headquarters, or (b) entered the data at National Headquarters through the Central Registrant Processing Portal.

This completes the entire lottery process.