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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,

[Signature]
Chief FOIA Officer
Richard S. Flahavan

Enclosure
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

Chapter                                                                                           Page

1. Lottery Standard Operating Procedures                                                                 1-1
   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

2. Establishment of Selection Group                                                                  2-1
   Policies/Processes/Procedures ............................................................................................... 2-1
   Order of Report to Armed Forces Examination ..................................................................... 2-4
   Order to Report for Induction ............................................................................................... 2-5

3. The Lottery Process                                                                                 3-1
   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 ................................................................ 3-15
   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. Lavaliere 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 these requirements, the Selective Service System must work with other federal agencies to coordinate mobilization plans to ensure 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.

[Signatures]

Associate Director
for Resource Management
Selective Service System

Deputy Regional Administrator
National Capital Region
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 Garde, Director, Office of Operations, on 447-3937.

Sincerely,

[Signature]

John J. Frankel, Jr.  
Assistant Secretary for Administration
## Lottery Equipment (as of August 2012)

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<tr>
<th>Description</th>
<th>Model#</th>
<th>Serial or Other #</th>
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<td><strong>Laptop Z</strong></td>
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<td>(1) Dell Latitude Laptop</td>
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<tr>
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<tr>
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<td>ADP-50FH</td>
<td>P/N: H051</td>
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<tr>
<td>(1) Telephone line cord</td>
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<td>JX AC901-FXK 0109RA</td>
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<tr>
<td>(1) Blue High Speed Cable Cord</td>
<td></td>
<td>5349468110</td>
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<td>(1) Actuone Cord</td>
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<td>HCA55062758</td>
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<td>(1) Mouse Pad (CFC)</td>
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<td><strong>Lottery 2</strong></td>
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<td>(1) Dell Mouse</td>
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<td>LNA34944664</td>
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<td>CN-0CF745-48661-68C-H5DE</td>
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<tr>
<td><strong>Air Mix Balls</strong> (3 sets of air mix balls in 6 custom cases)</td>
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<tr>
<td>Extron Electronic Cable</td>
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<td>612108249</td>
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<td><strong>Black Tape Box</strong></td>
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<td>(2) Surtap (Black) tapes</td>
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<tr>
<td>(1) Heavy Duty Extension cord (Red)</td>
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<td>(1) Extension Cord (Brown)</td>
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<td>(6) Card Holders</td>
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<td>(1) Fellows Surge Suppressor</td>
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<tr>
<td><strong>Projector Lamp</strong></td>
<td>PK-PJ500</td>
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For Internal Use Only  
LOTTERY SOP – Chapter 1  
Do Not Release or Duplicate  
SEPTEMBER 2012
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
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 29th 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). 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

\[\text{The 366 number ball and February 29th date ball are used during leap year.}\]
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)

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

Date of Issuance

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 Station (MEPS) in _____________________.

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 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 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.

Attachment

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

Director of Selective Service System

SSS FORM 233
SELECTIVE SERVICE SYSTEM
ORDER TO REPORT FOR INDUCTION
(RIPS)

Date of Issuance

Registrant's name
Selective Service Number
Street Address
Social Security Number
City, State, ZIP Code
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 INFORMATINA ND 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).
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.

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<th>Title of Position</th>
<th>Description of Task</th>
<th>Minimum Personnel</th>
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<tr>
<td>Lottery Supervisor</td>
<td>Responsible for handling all aspects of the lottery.</td>
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For Internal Use Only
LOTTERY SOP – Chapter 3

3-4  Do Not Release or Duplicate
SEPTEMBER 2012
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<tr>
<th>Title of Position</th>
<th>Description of Task</th>
<th>Minimum Personnel</th>
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<tbody>
<tr>
<td>Assistant Lottery Supervisor</td>
<td>Responsible for handling tasks as directed by the Lottery Supervisor and for all aspects of the lottery in the absence of the Lottery Supervisor.</td>
<td>1</td>
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<tr>
<td>Official Observers</td>
<td>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.</td>
<td>3</td>
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<tr>
<td>Remote Box Operator (Also see pages from Garron Manual)</td>
<td>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 MUST depress the switch again to close the gate. If the gate is not closed, multiple air mix balls will go up the tube and a ball may be manually pushed down by the operator's finger. NOTE: Closing of the gate must be mastered for a successful air mix ball drawings.</td>
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<td>Air mix ball Selectors*</td>
<td>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.</td>
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<tr>
<td>Announcers*</td>
<td>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.</td>
<td>2</td>
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<tr>
<td>[Board] Calendar (Date) Controller</td>
<td>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.</td>
<td>1</td>
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<tr>
<td>[Board] Sequence (Number) Controller</td>
<td>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</td>
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<tr>
<td>Data Input Operators (DIO)</td>
<td>Input dates and numbers as they are announced</td>
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<tr>
<td>Title of Position</td>
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<tr>
<td>#1 - Data Input Operator #1</td>
<td>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.</td>
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<tr>
<td>#2 - Data Input Operator #2</td>
<td>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.</td>
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<tr>
<td>#3 - Data Input Operator #3</td>
<td>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.</td>
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<tr>
<td>Recorder/Counter</td>
<td>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.</td>
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<td>Checkers</td>
<td>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.</td>
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<tr>
<td>Backup Staff</td>
<td>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.</td>
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<td>Photographers</td>
<td>Responsible for taking stills of the lottery process. The process will also be video taped.</td>
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<td>IT Technical Advisor</td>
<td>Present to respond should any software/hardware problem occur.</td>
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*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.
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### DAYS BY CAPSULE NUMBERS

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

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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.

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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 25th 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)  
Date  

Title  
Organization  

For Internal Use Only  
LOTTERY SOP – Chapter 3  

Do Not Release or Duplicate  
SEPTEMBER 2012
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)
Selective Service System - Lottery

Are you sure you want to delete the entire lottery data?
Once you delete the data, you can't recover it.

Yes No

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.
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.
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.

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.
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**.

*(Under Development: IT)*
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)
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.

(Under Development: IT)
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.

![Image of Lottery screen](image)

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

![Image of Lottery screen](image)

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

![Image of Lottery screen](image)

**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.

(Under Development: IT)
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:

(Under Development: IT)
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)
## Chapter 3

### Selective Service System - Lottery

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<td>094 Jan 04 094 038 Feb 07 038 072 Mar 12 072 106 Apr 15 106 140 May 19 140 174 Jun 22 174</td>
<td>005 Jan 05 005 039 Feb 08 039 073 Mar 13 073 107 Apr 16 107 141 May 20 141 175 Jun 23 175</td>
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<td>028 Jan 28 028 062 Mar 02 062 096 Apr 05 096 130 May 09 130 164 Jun 12 164</td>
<td>029 Jan 29 029 063 Mar 03 063 097 Apr 06 097 131 May 10 131 165 Jun 13 165</td>
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<td>034 Feb 03 034 068 Mar 08 068 102 Apr 11 102 136 May 15 136 170 Jun 18 170</td>
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(Under Development: IT)

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3-34

Do Not Release or Duplicate

SEPTEMBER 2012
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(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.

(Under Development: IT)
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:

![Current Screen Detail](image)

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

![Current Screen Detail](image)

(Under Development: IT)
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.

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.

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.

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3-39 Do Not Release or Duplicate
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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.

(Under Development: IT)
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:

(Under Development: IT)
(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.