



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
U. S. ARMY CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION, AREA III CPAC
UNIT 15746
APO AP 96271-5746



**FAR EAST REGION (FER) Summer Hire Program Vacancy Announcement
AREA III CPAC**

******DUE TO FUNDING RESTRICTIONS AVAILABLE POSITIONS MAY BE LIMITED******

ANNOUNCEMENT #: All FER CPACS SH2012A

OPENING DATE: 23 April 2012
INITIAL CUT-OFF: 11 May 2012
CLOSING DATE: 25 May 2012

Applications will not be accepted after the closing date of the announcement **EXCEPT** for newly assigned personnel who PCS into the Peninsula on/after the closing date of the announcement. Please review "HOW TO APPLY" for required forms and documents.

SELECTIONS: Notification of selection will be made directly to each student or sponsor by telephone or e-mail.

POSITION TITLE, SERIES AND GRADE: General Helper, AD-3501-00. Positions include clerical and labor, non-hazardous, work.

SALARY: \$5.50 per hour, subject to change.

DUTY STATION: Camp Humphreys and Osan, Korea

Students will be responsible for arranging their own transportation and will only be placed within the commuting distance of the sponsor's duty location.

CONDITIONS OF EMPLOYMENT:

Federal Law requires ALL STUDENTS TO HAVE A VALID SOCIAL SECURITY NUMBER. If you do not have a social security number, you may not work. Students are required to have their paychecks electronically submitted (EFT'd) to a U.S. bank of their choice. Students may work 1 session only. No changes to student assignments will be permitted. All students selected for 2012 Summer Hire Program must meet minimum age requirements on the day of appointment. Students desiring to work College Session must provide required documentation with their application. See "HOW TO APPLY."

SESSION DATES (3 Sessions):

<u>COLLEGE SESSION</u>	<u>1st HIGH SCHOOL SESSION</u>	<u>2ND SESSION HIGH SCHOOL</u>
21 May – 21 September 2012	18 June – 13 July 2012	16 July – 10 August 2012

ELIGIBILITY AND AREA OF CONSIDERATION: Applications will be accepted from eligible U.S. Citizen family members of DOD sponsors:

1. Unmarried Children, step children, adopted children, and children under legal guardianship of a DOD sponsor, age 14-22 years of age, enrolled in school on a full-time basis, and in good standing academically. ***
2. The dependent MUST reside with the sponsor in the respective area except for those dependents attending a college or university in the United States.
3. Home Schooling: Student applicants who are Home Schooled must obtain certification from the Department of Defense Dependents Schools (DoDDS) prior to Entrance on Duty (EOD).
4. All students must be eligible for SOFA support.

***** Students who are not assigned to the overseas area with their sponsor and who are “visiting” for the summer are not eligible to participate in the Summer Hire Program**

DoD SPONSORS INCLUDE: Active Duty Military, DoD Federal Civilian, NAF (MWR, DHL, AAFES) Civilian, Other U.S. Federal Government Agencies (Embassy, VA, etc.).

Children of DoD invited contractors, Red Cross and of the USO **are not eligible** to participate in the Summer Hire Program.

SELECTION PROCESS: Priority Placement will be given as follows:

- Priority 1: All students ages 16-22.
- Priority 2: Students ages 14-15.

A lottery format will be used if there are not enough positions for all students to be placed. Once all Priority 1 students have been placed, the lottery format will continue with the Priority 2 students. Students will receive their assignments via e-mail/phone call once placements are made. Typically, students who are Priority 2 have a better chance of working if there is a Second Session. Changes in work assignments will not be permitted.

HOW TO APPLY:

Students will be permitted to work one (1) session only. Students who work the First Session may not continue their employment into the Second Session. In the case of only one session, the student may work the entire period if funding is available. Students must indicate their availability for clerical or labor positions. High School and Middle School students must be attending a DoDDs school in Korea. High School students graduating in June 2012 may not participate in the College Session; however, in order to be considered a full-time student, High School students graduating in June 2012 must be enrolled in College for Fall 2012 and submit the same supporting documentation required of College students. Students who have been accepted to college but were not in school in Spring 2012 may not participate in the Summer Hire Program. College Students must provide a copy of their Fall 2012 class registration or a letter from the school registrar for Fall 2012. Report cards or Spring 2012 class registration will not be accepted. College students who fail to submit required certification with their application may not work in the Summer Hire Program. Students in a home schooling program must be approved/certified by DODDs. All students, regardless of age, must have their sponsor/parent's permission to work.

Applications may not be sent electronically, via e-mail or faxed. Applications must be submitted in person at CPAC, building S-756.

REQUIRED FORMS/DOCUMENTS:

- Family Member Youth Employment Application
- Copy of Social Security Card or Parent Tax Return with SSN verification
- Form SF-181, Race and National Origin
- Form SF-256, Self Identification of Handicap
- Form OF-306, Declaration for Federal Employment
- Form SF-1199, Direct Deposit Form
- Statement of Understanding

- Form I-9, Employment Eligibility Verification
- Copy of Passport or Dependent ID Card
- Distribution of Leave and Earnings Statement
- W-4 Information
- Copy of Sponsor's orders/Command Sponsorship Letter/Letter of Employment
- SF-85P
- College Students/Graduating High School Students: Fall 2012 registration or letter from school registrar

ADDITIONAL INFORMATION:

1. Incomplete applications, applications with missing forms and signatures, will not be accepted. Completed Applications must be received by 1700 hours on Friday, 25 May 2012.
2. Federal Law requires that all Federal employees have a Social Security Number (SSN) to work. The Social Security Card or parent tax return is the only acceptable documents. Dependent ID card is not acceptable as proof of SSN.
3. Applicants / Sponsors will not be permitted to copy documents at the Civilian Personnel Advisory Center (CPAC).
4. Department of the Army is an equal opportunity employer.
5. Additional information on the Summer Hire Program, i.e., announcement, application forms, program information, etc., are posted our web site at: <http://chra-fe.korea.army.mil/chra/emp/shforms.php>.

ASSEMBLY POINTS and POC's:

POC: Ms. Erika Werking at DSN 753-8153 or Ms. Kang, Pong Ye at DSN 753-8778

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| 1 st Session: | Students will assemble at USAG Humphreys Super Gym at 0800 on 18 June 2012. |
| 2 nd Session: | Students will assemble at USAG Humphreys Super Gym at 0800 on 16 July 2012. |
| College Session: | Students will in-process at Area III CPAC, Bldg S-756, at 0800 as applicable. |

SUMMER HIRE APPLICATION CHECKLIST

- Family Member Youth Employment Application – ensure block 17 is signed by a School Representative

- Copy of Social Security Card or Parent Tax Return with student dependent’s social security number verification – if submitting Social Security Card, ensure Social Security Card has been signed by student dependent

- Form SF-181, Race and National Origin Form

- Form SF-256, Self Identification of Handicap

- Form OF-306, Declaration for Federal Employment

- Form SF-1199, Direct Deposit Form – direct deposit of paycheck is required. If student dependent does not have a bank account, a parent’s account information may be used; however, payee information should still be that of the student dependent.

- Statement of Understanding

- Form I-9, Employment Eligibility Verification

- Copy of student dependent’s passport or dependent ID card – if submitting passport, ensure passport has been signed by student dependent

- Distribution of Leave and Earnings Statement

- Form W-4

- Copy of Sponsor’s orders / Command-sponsorship letter / Sponsor’s Letter of Employment – student dependent must be command sponsored. Documentation submitted must list the student dependent’s name on it. Highlight the student dependent’s name in the document submitted as part of the application.

- Form SF-85P, Questionnaire for Public Trust Positions – only the following information needs to be filled out on this form:
 - Block 1, Full Name
 - Block 2, Date of Birth
 - Block 8, Citizenship
 - Block 9, Where You Have Lived – only current address required
 - Blocks 11 & 12, Employment Activities/Record, if applicable
 - Block 20, Your Police Record
 - Block 21, Illegal Drugs
 - Sign page 8, Authorization for Release of Information

- For College Students and Graduating High School Students: Copy of Fall 2012 course registration or a letter from the school registrar confirming student dependent’s enrollment for the Fall 2012 semester