



**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, CPAC**



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

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

**ANNOUNCEMENT #: Area III CPAC SH2015**

**OPENING DATE: 22 April 2015**

**CLOSING DATE: 15 May 2015**

Applications will not be accepted 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:** \$6.00 per hour, subject to change.

**DUTY STATION:** Camp Humphreys, South 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. No changes to student assignments will be permitted. All students selected for 2015 Summer Hire Program must meet minimum age (15 yrs) requirements on the day of appointment. College bound or College students must provide required documentation with their application. See “HOW TO APPLY.”

**SESSION DATES:**

College Track: 31 May 2015 – 08 August 2015

High School Track: 15 Jun 2015 – 08 August 2015

NOTE: If you are not able to work throughout the entire session, you will be able to resign on an earlier date. This needs to be coordinated with the manager to which you are assigned.

**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 15-22 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.

**DoD SPONSORS INCLUDE:** Active Duty Military, DoD Federal Civilian, NAF (MWR, DHL, and 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:**

A lottery format will be used if there are not enough positions for all students to be placed. A random number (2 digits) will be chosen as the lottery number for priority job offers. The random number will be used against the last two digits of the social security number for selection. (Example: random digit = 32; all students with last two digits of social security number ending with 32 will be first offered a position, then students with last two digits of 33 will be offered a position, etc.) Students will receive their assignments via e-mail/phone call once placements are made. Changes in work assignments will not be permitted.

**HOW TO APPLY:**

Students must indicate their availability for clerical or labor positions. In order to be considered a full-time student, High School students graduating in June 2015 must be enrolled in College for Fall 2015 and submit the same supporting documentation required of College students. Students who have been accepted to college but were not in school in Spring 2015 may not participate in the Summer Hire Program. College Students must provide a copy of their Fall 2015 class registration or a letter from the school registrar for Fall 2015. Report cards or Spring 2015 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.

**REQUIRED FORMS/DOCUMENTS:**

- Family Member Youth Employment Application
- Copy of Sponsor's orders/Command Sponsorship Letter/Letter of Employment

- College Students/Graduating High School Students: Fall 2015 registration or current letter from school registrar
- Social Security Card or parent tax return to verify social security number

**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, 15 May 2015 at the CPAC building (S583) and in person. No drop off box is available or accepted.

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. Upon selection as a Summer Hire student, the applicant will receive an invitation via email to Onboarding Manager. Applicants are *required* to log into the system within 72 hours of receiving the email and complete all required in-processing paperwork. If this electronic paperwork is not completed prior to the start date of the Summer Hire Program, the applicant will not be able to participate in the Summer Hire Program.

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., is posted our web site at: [https://wu.acpol.army.mil/fer/cpac/area3/summer\\_hire.htm](https://wu.acpol.army.mil/fer/cpac/area3/summer_hire.htm).