

9 June 2010

Civilian Personnel
Youth Employment Program

*This regulation supersedes AE Regulation 690-308, 23 May 2006.

For the Commander:

ROBERT B. BROWN
Major General, GS
Chief of Staff

Official:



DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Summary. This regulation provides policy and procedures for administering youth employment programs in the Army in Europe.

Summary of Change. This revision—

- Decentralizes the administration of the Youth Employment Program and shifts responsibility from the Regional Operations Center, United States Army Human Resources Agency, Europe Region (CHRA-E), to the servicing civilian personnel advisory centers.
- Adds procedures for summer-hire access to the Army in Europe computer system (para 5b(4)).
- Clarifies workhour requirements for the employment of U.S. Family members according to the Department of Labor child labor laws (para 5c(1)).
- Clarifies requirements for the employment of non-U.S. Family members according to changes in the *Jugendarbeitsschutzgesetz* (German Law on Protection of Working Juveniles) (paras 5c(2)(a) and (c), and para 7b).
- References AR 608-10 for requirements of employing youths at child and youth centers (para 5e(3) and appendix B).
- Revises paragraph 10 regarding the number of summer hire sessions.

- Adds two additional position numbers: E0001A Summer Employee (Child Care)/Dependent Youth Part-Time (DYPT) Program and E0001B Summer Employee (Laborer)/DYPT Program (para 5f and app B)
- Clarifies the establishment of the hourly rate of pay by the DOD wage-fixing authority for summer and student employment of dependent youths in foreign areas (para 6a).
- Clarifies application procedures (para 11).
- Clarifies requirements for referral rosters (para 12a) and the selection process (paras 12b through f).
- Deletes CPOC, Civilian Personnel Operations Center, from glossary.
- Adds CHRA-E, United States Army Civilian Human Resources Agency, Europe Region, to glossary.

Applicability. This regulation applies to activities serviced by CHRA-E that provide employment and education-related work assignments paid for with appropriated funds, and education-related volunteer-work assignments for Family members who are 14 through 22 years old (and have not reached their 23d birthday).

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-CE) approval.

Forms. This regulation prescribes AE Form 690-308A. AE and higher level forms are available through the Army in Europe Library & Publishing System at <https://aepubs.army.mil/ae/public/main.aspx>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-CE, DSN 379-6404). Users may send suggested improvements to this regulation to the USAREUR G1 (AEAGA-CE), CMR 432, APO AE 09014-09081.

Distribution. C (AEPUBS).

CONTENTS

SECTION I INTRODUCTION

1. Purpose
2. References
3. Explanation of Abbreviations
4. Responsibilities
5. Employment Conditions
6. Salary

**SECTION II
SUMMER HIRE PROGRAM**

- 7. Eligibility
- 8. Tour of Duty
- 9. Appointing Authority
- 10. Session Requirements
- 11. Application Procedures
- 12. Referral Procedures

**SECTION III
FAMILY MEMBER YOUTH PART-TIME PROGRAM**

- 13. Eligibility
- 14. Term of Employment
- 15. Tour of Duty
- 16. Appointing Authority
- 17. Application Procedures
- 18. Referral Procedures

**SECTION IV
STUDENT VOLUNTEER PROGRAM**

- 19. Purpose
- 20. Eligibility
- 21. Term of Service
- 22. Written Agreements
- 23. Documentation of Service

Appendixes

- A. References
- B. Job Description Number E0001
- C. Sample School-Civilian Personnel Advisory Center Student Volunteer Program Agreement
- D. Sample Student Volunteer Program Agreement

Glossary

**SECTION I
INTRODUCTION**

1. PURPOSE

- a. This regulation establishes policy and procedures for youth employment programs (YEPs) in the Army in Europe.
- b. YEPs are designed to provide young people an opportunity to—
 - (1) Gain meaningful job experience.

(2) Prepare for future educational and career goals.

(3) Support the Army's mission.

c. YEPs include the Summer Hire (SH), Family Member Youth Part-Time (FMYPT), and Student Volunteer (SV) Programs.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

a. Commanders will—

(1) Identify appropriate work assignments and sources of funds to support the YEPs.

(2) Ensure young people are offered positions that are useful and productive and have clearly defined duties for which effective supervision is provided.

(3) Incorporate YEP funding requirements into annual budget submissions and other resource management plans, and integrate related requirements into overall program plans.

(4) Ensure statutory and regulatory restrictions on employment of relatives are observed (see Code of Federal Regulations (CFR), Title 5, part 310; and United States Code (USC), Title 5, sec 3110).

b. Supervisors will—

(1) Provide a complete orientation on assigned duties to YEP employees.

(2) Supervise the work performed.

(3) Meet United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), deadlines for submission of requests for personnel action (RPAs) and follow procedural requirements for recruitment and other personnel actions.

(4) Submit RPAs within established timeframes. Supervisors may request SH and FMYPT candidates by name who have previously worked for the organization and who are eligible for rehire.

(5) Notify the servicing civilian personnel advisory center (CPAC) of all FMYPT employees whose appointment will expire or who will be hired under the SH Program at least 30 days before the appointment will expire or be open for hire.

(6) Submit time-and-attendance reports for local national (LN) employees in Germany according to AE Regulation 690-99 and AE Regulation 690-99-G. For LN employees outside of Germany, time and attendance will be reported according to host-nation agreements and governing labor laws.

(7) Submit time-and-attendance records for U.S. SH employees according to AE Regulation 690-110.

(8) Ensure individuals employed with Child, Youth, and School (CYS) Services are at least 16 years old. Supervisors will provide line-of-sight supervision of YEP employees according to DOD Instruction 1402.5 and AR 608-10. Under no circumstances will YEP employees under 18 years old be allowed unaccompanied access to children.

(9) Ensure that each YEP employee is given a safety and health orientation. Supervisors will inform YEP employees of accident-prevention procedures, standards, and training requirements. Supervisors and YEP employees will complete and sign AE Form 690-308A to document that the supervisor has briefed the employee on all safety aspects of a particular job. Supervisors will keep AE Form 690-308A on file in the office of employment for 1 year after the YEP employee's last day of employment.

(10) Contact the local CPAC Injury Compensation Program administrator for advice and information on filing injury compensation forms online. Supervisors will also inform the local U.S. Army garrison safety office if a YEP employee is involved in an accident on the job, and ensure that an accident report is completed by filing DA Form 285-AB-R, United States Department of Labor (DOL) Form CA-1, or DOL Form CA-2. Accident reporting for LN employees will be made according to AE Regulation 385-40, appendix B. LN accidents will be reported on AE Form 385-40A.

c. The servicing CPAC will establish procedures to implement the YEP.

5. EMPLOYMENT CONDITIONS

The following conditions apply to SH, FMYPT, and SV Program employees, except where noted:

a. Consent. Persons under 18 years old must have a written consent statement from a parent or guardian to participate in a YEP. The statement must specify whether consent is for clerical work, manual labor, or both. The written consent of the school administrator is required for participants in the FMYPT and SV Programs.

b. Background Checks for Child and Youth Services Positions. YEP employees working in CYS positions only during the SH session are exempt from national agency check (NAC), national agency check and written inquiries (NACI), criminal investigation division (CID) check, and criminal history background check requirements. Local military police checks are required and must be completed before the employee can start work. All persons employed in CYS positions for the summer must be supervised with line-of-sight supervision and must not be allowed unaccompanied access to children. U.S.-citizen students 18 years old and older employed for periods other than the summer (for example, FMYPT participants) must have a NAC or NACI. In addition, if assigned to a CYS position must have a CID check, a criminal history background check, and a local check.

(1) Application materials for positions subject to background checks must include the following question:

Have you ever been arrested for or charged with an offense involving a child, a sex crime, a substance abuse felony, or a violent crime, and if so what was the disposition of the arrest or charge?

(2) To authorize background checks, applicants must sign AE Form 608-20B-R or other release forms required under State criminal-history check procedures.

(3) SH employees without NAC background checks are authorized access to Government computer systems as long as they do not have access to sensitive or privacy-protected data according to AR 25-2 and AR 380-67 (paras 3-201 and 3-201.1).

(4) For SHs who require access to the Army in Europe computer system, the SH sponsor will follow procedures in AR 25-2 and USAREUR G6 policy.

c. Tour of Duty.

(1) U.S.-citizen YEP employees will not be employed between 2100 and 0700 if under 16 years of age.

(2) In Germany, employment of juvenile non-U.S.-citizen Family members under the age of 15 is not allowed. Employment of juvenile non-U.S.-citizen Family members ages 15 through 17 as SHs is allowed during school vacation if—

(a) Workhours do not exceed 8 hours per day (not to include breaks) or 40 hours per week and does not exceed 4 weeks per calendar year. However, according to Collective Tariff Agreement II (CTA II), article 9, the regular weekly workhours for LN employees are only 38.5 hours.

(b) The tour of duty is between 0600 and 2000.

(c) The juvenile's work schedule is 6 hours or less per day and the juvenile is required to take one 30- minute break or two 15-minute breaks. When juveniles work more than 6 hours per day, breaks must total 60 minutes (each break must be at least 15 minutes long). Under no circumstances will a juvenile work more than 4½ hours without taking a break.

(d) Employment does not require work on Saturdays, Sundays, or legal German holidays.

(3) The tour of duty for non-U.S. citizen Family members in countries other than Germany will be determined according to host-nation agreements and governing labor laws.

d. Qualifications. Family member youths will be employed in routine, nonhazardous, unskilled clerical or labor positions that do not require experience or training. Youths do not need to meet the requirements described in the Office of Personnel Management (OPM) Qualification Standards Handbook for General Schedule Positions or take tests to be employed in a YEP.

e. Assignment Restrictions.

(1) Persons less than 18 years of age will not be employed in positions that require heavy labor (that is, frequent lifting of more than 50 pounds) or involve serving alcoholic beverages.

(2) Persons 16 years old or younger will not be placed in positions that require the use of power equipment according to DOL youth labor rules (<http://www.dol.gov/elaws/esa/flsa/docs/haznonag.asp>).

(3) According to AR 608-10, persons under the age of 16 will not be employed as caregiving personnel at child care, school-age, or youth centers. Supervisors will provide line-of-sight supervision at all times according to DOD Instruction 1402.5 and AR 608-10. Person under age 16 may be assigned to these programs to perform clerical or labor duties only.

f. Position Descriptions. The position descriptions used for SH and FMYPT Programs are job description number E0001 Summer Employee (Clerk)/Dependent Youth Part-Time (DYPT) Program; E0001A Summer Employee (Child Care)/DYPT Program; and E0001B Summer Employee (Laborer)/DYPT Program (app B). Job descriptions will not be used for out-of-tariff employment of non-U.S.-citizen Family member youths.

g. Nepotism. Restrictions on employing relatives are described in 5 CFR 310, subpart A; and 5 USC 3110.

6. SALARY

a. The DOD wage-fixing authority establishes the hourly rate of pay for U.S.-citizen appropriated fund (APF) positions (5 CFR 551.209 and 5 CFR 551.311). The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR, will announce the rate approved by the DOD wage-fixing authority each year for summer and student employment of dependent youths in foreign areas. The approved pay rate will apply to both SH and FMYPT employees.

b. HQ USAREUR will establish the hourly rate of pay for non-U.S.-citizen Family members in Germany employed under out-of-tariff conditions.

(1) This rate will be—

(a) Based on the hourly pay rate established by DOD (a above).

(b) Calculated by converting the dollar amount to euro by using the official conversion rate in effect on the day of the U.S. General Schedule general increase or the official conversion rate in effect on the day of an increase in the U.S. summer-hire rate, whichever is later. Results of €0.50 or less will be rounded to the next higher €0.50, results of €0.51 or more will be rounded to the next full euro.

(2) AE Form 690-60B will show the hourly rate of pay.

c. The hourly rate of pay for non-U.S.-citizen Family members in countries other than Germany will be determined according to host-nation agreements and governing labor laws.

d. Individuals employed under the provisions of this regulation will not receive pay for more than one position as specified in 5 CFR 550.501 unless the dual compensation is exempt according to provisions of 5 CFR 550.503 or 550.504.

SECTION II SUMMER HIRE PROGRAM

7. ELIGIBILITY

a. Spouses younger than 18 years of age who are in high school, unmarried U.S.-citizen Family members who are 14 through 22 years of age, and non-U.S.-citizen Family members in Germany who are 15 through 22 years of age are eligible for employment in the SH Program if they physically reside in the same household with the sponsor at the time of application and during employment. Family member youths must meet the definition of Family member according to DOD Instruction 1400.23 in that they are a Family member of a—

(1) Member of the U.S. Forces on active duty.

(2) U.S.-citizen civilian employee of a U.S. Government agency.

(3) Regular full-time or part-time civilian employee of a DOD nonappropriated fund instrumentality (NAFI).

b. U.S.-citizen Family member youths must be at least 14 years old and non-U.S.-citizen Family members in Germany must be at least 15 years old before the SH Program begins and must not reach their 23d birthday before the end of the employment program. Family member youths include the following:

(1) Biological children.

(2) Stepchildren.

(3) Adopted children.

(4) Children under the legal guardianship of the sponsor or the sponsor's spouse.

c. Family members of LN employees are not eligible for the U.S. SH Program.

d. In Italy, only U.S. citizens may apply, provided they are not also an Italian national (for example, dual nationality) and they are not an ordinarily resident in Italy.

8. TOUR OF DUTY

a. The tour of duty for U.S.-citizen and non-U.S.-citizen (LN) SH employees will not exceed 40 hours per week and must meet the criteria in paragraph 5c.

b. SH employees are not authorized to work overtime or compensatory time. Under no circumstances will overtime pay or compensatory time be approved.

9. APPOINTING AUTHORITY

a. The nature of action code, nature of action, and the appointing authority for U.S.-citizen Family members of U.S. military personnel and civilian employees of U.S. Government agencies in APF positions is 171, Excepted Appointment Not To Exceed (Date), Schedule A, 213.3106(b)(6).

b. Except for the provisions in paragraph 6b, employment of LN citizens will comply with host-nation agreements and governing labor laws.

10. SESSION REQUIREMENTS

One SH session will be held during the summer employment period.

11. APPLICATION PROCEDURES

a. CHRA-E will announce opening and closing dates for youths to submit applications. Application procedures will be stated in the announcement to include the requirement to submit the “hard copy” application packet to their servicing CPAC within 1 week of submitting the electronic application. Announcements will also include requirements for childcare positions as stated in paragraph 5e(3).

b. Applications that are submitted late will be reviewed by the servicing CPAC and accepted on a case-by-case basis. Applicants who submit late applications must also submit a written request to their servicing CPAC that states the reasons for the late submission.

c. Eligible applicants must meet the age requirement of being at least 14 years old for U.S. citizens and at least 15 years old for non-U.S. citizens in Germany by the beginning date of the SH Program that year and not having reached their 23d birthday before the end of that year’s SH Program.

d. U.S.-citizen applicants must have a social security number. Male applicants who are at least 18 years old must complete a statement of Selective Service registration. Participants should submit Internal Revenue Service Form W-4 and SF 1199A.

e. A person who applies for the SH Program in an area serviced by one CPAC and then transfers with the sponsor to an area serviced by another CPAC must present a written notification to CHRA-E that includes the date of transfer and the geographic location of the sponsor’s new duty station.

12. REFERRAL PROCEDURES

a. The servicing CPAC will issue referral rosters for APF positions. Rosters will distinguish between individuals desiring clerical, childcare, and laborer positions. Names on each roster will be separated by age groups: one group will be for 16- through 22-year-olds; the other for 14- and 15-year olds. Fourteen- and 15-year-olds will be placed only when the list of older applicants has been exhausted. Separate rosters will be established for CYS services positions. Applicants for CYS services positions must meet the age requirements paragraphs 4b(8) and 5b.

b. If there are more applicants than job opportunities, a random number or lottery system will be used to determine the priority in which applicants will be considered. Appendix L of the Delegated Examining Operations Handbook: A Guide for Federal Agency Examining Offices provides guidance on how to create a random number list at http://www.opm.gov/deu/handbook_2007/deo_handbook.pdf.

c. SH announcements may include cut-off dates for receipt of applications. Applications received by the first cut-off date will receive first consideration for summer positions. If all SH positions are not filled by applicants meeting the first cut-off date, applicants meeting the second cut-off date will be considered. Applications received after the first cut-off date may be considered only when the initial group is exhausted. If a cut-off date is not identified, all applications received by the closing date will be considered. Referral procedures in subparagraph a above apply.

d. Individuals who submitted their application by a specific cutoff date and then transferred with their sponsor to a new duty assignment in Europe will have their application processed based on the date the application was submitted. This means that these applicants will be hired before other applicants who applied by later cutoff dates established in the announcement at the new duty assignment.

e. Individuals who reside with their sponsors will be placed in positions in the commuting area of the sponsors' permanent duty station.

f. Managers may request by-name SH employees who worked in the organization previously and who are eligible to be rehired. Name-requested SH employees will be placed based on the criteria described above. Name-requested applicants will be placed first, then the remaining applicants will be placed.

SECTION III FAMILY MEMBER YOUTH PART-TIME PROGRAM

13. ELIGIBILITY

a. The FMYPT Program is for high school students taking a minimum of a half-time curriculum, and college students taking at least 12 semester hours (or the equivalent half-time curriculum as defined by the school) per school year.

b. Family-member spouses under 18 years of age who are attending high school and 14- through 22-year-old unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse are eligible for employment in the FMYPT Program. However, they must also physically reside in the same household with one of the following:

- (1) Member of the U.S. Forces on active duty.
- (2) Civilian employee of a U.S. Government agency.
- (3) Civilian employee of a DOD NAFI.

c. Family members of retired military personnel and civilian employees of an organization providing services to the U.S. Forces (for example, community banks, Red Cross, contractors, United Service Organizations) are not eligible for employment under the FMYPT Program.

d. Restrictions in paragraph 5b apply to FMYPT CYS positions.

14. TERM OF EMPLOYMENT

The term of employment may be for any temporary period not to exceed 1 year. Extensions may be made in 1-year increments as long as the student continues to meet eligibility criteria. Initial FMYPT appointments will not be made during the SH period. For employment during the traditional summer months, students must apply using SH Program procedures (sec II).

15. TOUR OF DUTY

The tour of duty will not exceed 28 hours per week or 5 hours per school day. Employment will not exceed 40 hours per week during school recess periods and will not include overtime. Summer months and school closings (other than for holidays) are considered school recess periods.

16. APPOINTING AUTHORITY

The nature of action code, nature of action, and appointing authority for U.S.-citizen Family members of U.S. military and civilian employees of U.S. Government agencies in APF positions is 171, Excepted Appointment Not To Exceed (Date), Schedule A, 213.3106(b)(6).

17. APPLICATION PROCEDURES

Managers may fill FMYPT positions by submitting an RPA to the servicing CPAC. CPACs will advertise positions by issuing a vacancy announcement that will include application procedures and will coordinate vacancies with school counselors. When seeking applicants, CPACs will request assistance from school counselors to post announcements in the school. Vacancy announcements should also be posted in various locations in the community (such as youth services, libraries, Army Community Services) and in community publications.

18. REFERRAL PROCEDURES

a. FMYPT applicants will be referred and selected in the following order:

- (1) Veterans preference applicants.
- (2) Military spouse and Family member preference applicants.
- (3) Applicants without preference.

b. AE Supplement 1 to AR 690-300.301 provides more information on application and selection procedures.

SECTION IV STUDENT VOLUNTEER PROGRAM

19. PURPOSE

The SV Program provides students with education-related work assignments and specific work experience to earn course credit. Students will not receive monetary compensation for this work. SVs will not displace other employees or hold a position that is part of an organization's requirement. CPACs may develop this program to meet staffing needs in serviced organizations.

20. ELIGIBILITY

a. Students must be enrolled not less than half-time at Department of Defense Dependents Schools in Europe or a European-campus college, university, or accredited educational institution. SV participants will continue to be considered students during breaks between school years, but breaks may not exceed 5 months. Students must demonstrate a commitment to continuing a course of study. Students may enroll in both the SV and FMYPT Programs.

b. Because SVs are not considered Federal employees, restrictions on employing relatives do not apply.

c. Position restrictions in paragraphs 5b, c, and e apply.

21. TERM OF SERVICE

a. When service is—

(1) For school credit, the term of service will not exceed the period of school enrollment in a 12-month period.

(2) Not for school credit, the term of service will not exceed 6 months in a 12-month period.

b. The total period of service will not exceed 2 years. Exceptions to this limit must be approved at the level above the appointing authority and must be based on the following conditions:

(1) Additional service is needed to complete the objectives of the SV Program.

(2) The service is not intended to secure future paid employment.

c. The organization may terminate the period of volunteer service at any time. Notification will be provided by a letter from the supervisor to the student, in coordination with the CPAC representative. The letter must include a statement that the termination is based on expiration of the assignment, even when the termination is effective before the planned termination date.

22. WRITTEN AGREEMENTS

CPACs must prepare and maintain written agreements with participating schools (app C) that describe the following:

a. Purposes of the program arrangement.

b. Number of students who will participate and occupational areas involved.

c. Work schedules and length of work periods, including methods to be used to maintain attendance and performance records.

d. Basic eligibility requirements.

e. Equal employment opportunity (EEO) policy (EEO statement).

f. Written certification by the school when a student's enrollment does not appear to be at least half-time.

g. Selection procedures.

h. The organization's responsibilities for student orientations and administrative liaison, including procedures for notifying the school of the intent to release a student.

i. The school's responsibilities for referring candidates, providing information on students, notifying the activity of a change in student status, and designating an individual who will coordinate SV activities.

j. The status of employees while performing volunteer services under—

(1) Provisions of 5 USC 41 concerning ineligibility for payment of costs of training or attendance expenses.

(2) Provisions of 5 USC 81, which apply to injury compensation.

(3) Federal tort claims provisions of 28 USC 2671 through 2680.

k. Conditions under which the agreement may be changed or terminated.

l. Signatures of the appropriate school and CPAC officials.

23. DOCUMENTATION OF SERVICE

According to the OPM Guide to Processing Personnel Actions, no official personnel folder will be established for persons employed under the provisions of this section and service will not be documented on SF 50-B. Documentation of SV service will be provided by the supervisor using the lower section of the SV Program agreement (app D). The total number of hours completed will be entered. The supervisor will sign and forward the document to the servicing CPAC. The CPAC will send the document to the school guidance counselor, who will be responsible for keeping the volunteer service record as part of the student's official school records.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Tarifvertrag vom 16 Dezember 1966 für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement II)

United States Code, Title 5, Government Organization and Employees

United States Code, Title 28, Judiciary and Judicial Procedure

Code of Federal Regulations, Title 5, Administrative Personnel

Office of Personnel Management, Qualification Standards Handbook for General Schedule Positions

Office of Personnel Management, Guide to Processing Personnel Actions

Office of Personnel Management, Delegated Examining Operations Handbook: A Guide for Federal Agency Examining Offices

DOD Instruction 1400.23, Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas

DOD Instruction 1402.5, Criminal History Background Checks on Individuals in Child Care Services

AR 25-2, Information Assurance

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 380-67, The Department of the Army Personnel Security Program

AR 608-10, Child Development Services

AR 690-300, Employment

AR 690-300.301 and AE Supplement 1, Overseas Employment

AE Regulation 385-40, Accident Reporting and Records

AE Regulation 690-99, Time and Attendance Reporting and Control for Local National Employees in Germany

AE Regulation 690-99-G, *Meldung von Zeitlistendaten und Anwesenheitskontrolle von ortsansässigen Arbeitnehmern in Deutschland*

AE Regulation 690-110, Civilian Employee Timekeeping in the Army in Europe

SECTION II FORMS

SF 50-B, Notification of Personnel Action

SF 1199A, Direct Deposit Sign-Up Form

DA Form 285-AB, U.S. Army Abbreviated Ground Accident Report (AGAR)

AE Form 385-40A, *Unfallanzeige* (LN Accident Report)

AE Form 608-20B-R, Child Development Services/Youth Services Preemployment Background Check, Statement of Understanding

AE Form 690-70E, Notification of Employment Status/*Mitteilung über den Stand des Arbeitsverhältnisses*

AE Form 690-308A, Summer-Hire Employee Safety Orientation Review

United States Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (available at <http://www.dol.gov/owcp/regs/compliance/ca-1.pdf>)

United States Department of Labor Form CA-2, Notice of Occupational Disease and Claim for Compensation (available at <http://www.dol.gov/owcp/regs/compliance/ca-2.pdf>)

Internal Revenue Service Form W-4, Employee's Withholding Allowance Certificate (available at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>)

APPENDIX B

JOB DESCRIPTION NUMBER E0001

To distinguish between clerical, labor, and childcare positions, the following position description (PD) numbers and parenthetical titles will be used for Dependent Youth Part-Time (DYPT) Program employees:

- Summer Employee (CLERK)/(DYPT Program) = PD# E0001
- Summer Employee (CHILDCARE)/DYPT Program = PD# E0001A
- Summer Employee (LABORER)/DYPT Program = PD# E0001B

Position Description

PD#: E0001 (add "A" or "B" IAW above instructions) **Replaces PD#:** QC
Shred: Varies **SUMMER EMPLOYEE/DYPT Program** (add parenthetical title)
AD-3501-00

Installation: Varies **Major Command:** Varies
Region: Europe

Citation 1: OPM SERS DEF FOR WG 3501 (JUN 93)
Classified By: Shirley Jacobs
Classification Date: 6/16/94

FLSA: Exempt	Drug Test Required: No	DCIPS PD: No
Career Program: 00	Financial Disclosure Required: No	Acquisition Position: No
Functional Code: 00	Requires Access to Firearms: Varies	Interdisciplinary: No
Competitive Area: Varies	Position Sensitivity: Varies	Target Grade/FPL: 00
Competitive Level: Varies	Emergency Essential: No	Career Ladder PD: No

****THIS IS A USAREUR STANDARD JOB****

SUPERVISORY CONTROLS

Works under close continuous supervision. Receives assignments with complete instructions and explanations of work to be done.

MAJOR DUTIES

Performs routine, nonhazardous, unskilled work of a general nature requiring no experience or training. Duties include responsibilities normally inherent in clerical or wage-board occupations. Examples of these responsibilities are filing, courier, mail clerk, light labor, and grounds keeping. Employee may be assigned to a variety of organizational sections during tour of duty. Performs other duties as assigned.

NOTE: Department of Labor Youth Employment Provisions of the Fair Labor Standards Act for Nonagricultural Occupations must be met.

Addendum to PD# E0001A SUMMER EMPLOYEE (CHILDCARE)

IAW AR 608-10, Child Development Services, paragraph 2–25, youth hired as part of a seasonal or part-time employment program to work in a child development services (CDS) delivery system must be at least 16 years old and will always be assigned to work with experienced CDS employees. Under no circumstances will youth under age 18 be left alone with children.

APPENDIX C

SAMPLE SCHOOL-CIVILIAN PERSONNEL ADVISORY CENTER STUDENT VOLUNTEER PROGRAM AGREEMENT

1. This agreement, according to regulations prescribed by the Code of Federal Regulations, Title 5, part 308; and the Department of the Army (AR 690-300.308), is made between the (*enter location of CPAC*) Civilian Personnel Advisory Center (CPAC) and the (*enter name of school*). It covers the placement, assignment, and administration of Department of Defense Dependents Schools students in the Student Volunteer Program at activities serviced by the (*enter location of CPAC*) CPAC.
2. The purpose of this program is to provide students with education-related work assignments and specific work experience to earn course credit.
3. Approximately (*enter number of students*) students will participate in this program and the occupational series involved will be (*enter occupational series*). Students will not be assigned to positions in occupations classified as hazardous or detrimental to the health of young workers. A specific agreement will be written for each participating student. The agreement will specify the occupational area of the work experience and hours to be worked.
4. To be eligible for participation in the program, the student must—
 - a. Be recommended by a school official.
 - b. Agree and comply with the terms of the specific agreement.
 - c. Be at least 14 years old.
 - d. Be enrolled in school at least half-time.
5. In case of doubt as to whether the student is enrolled at least half-time under the school's academic program, the activity will request written certification from the school. A "half-time student" is one who is enrolled in and carrying any combination of courses, research projects, or special studies that meet one-half or 50 percent of the minimum full-time academic workload standards and practices of the school.
6. Students will be selected for work-experience assignments based on referrals and recommendations from school officials and the ability of the organization to provide the type and quality of training needed to meet the objectives of the academic curriculum.
7. The work-experience assignment will not exceed the period of school enrollment in any 1-year period when work is for school credit. When the work is not for school credit, the work-experience assignment will not exceed 6 months in any 1-year period, and the total period of cooperative work-experience assignment may not exceed 2 years.
8. The CPAC will identify a coordinator in the CPAC to work with school and activity officials and students to ensure compliance with the objectives and administrative requirements of the program. The coordinator will also notify the school of any intent to release a student.

9. The organization will—

a. Identify a person in the organization where the work experience will be gained to provide an orientation to the student.

b. Maintain a file for each participating student that will contain the student’s program agreement and hours of attendance.

10. The school will—

a. Refer students for placement.

b. Provide a program agreement for each student to the CPAC for signature by the supervisor.

c. Provide data on students.

d. Notify the CPAC of any change in student status.

e. Identify a person for coordination of student-volunteer activities, if possible.

11. Referral, selection, training, and participation in this program will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin, or physical or mental disability, provided the disability does not preclude performance of the required duties.

12. This agreement may be terminated by either the school or the CPAC by written notification from an authorized official of either the school or the CPAC.

13. Student volunteers are covered by Federal tort claims provisions of the United States Code (USC), Title 28, sections 2671 through 2680 and 5 USC 81, which apply to injury compensation. Students are not eligible for payment of training costs or attendance according to 5 USC 41.

APPROVED BY:

CPAC Director (Signature) Date

Official (Signature and Title) Date

APPENDIX D
SAMPLE STUDENT VOLUNTEER PROGRAM AGREEMENT

1. *(Student's name)* will participate in the Student Volunteer (SV) Program for school credit. *(Student's name)* meets the requirements of the SV Program. The student is 14 years old or older and is enrolled at least half-time in *(enter name of school)* for the *(enter the school year)* school year.
2. *(Student's name)* will work as a volunteer in the *(enter the organization)*, in *(enter the duty station)*. The student will perform *(enter the types duties)* and will volunteer for a total of *(enter number of hours)* hours per week. Please notify the *(servicing civilian personnel advisory center (CPAC))* if the student fails to meet the terms of this agreement. The *(enter the high school)* will notify the CPAC if the student's enrollment or other issue disqualifies the student from taking part in the SV Program.
3. According to the United States Code, Title 5, section 3111, a student volunteer is not a Federal employee for any purpose other than injury compensation and laws related to the Federal Tort Claims Act. Service is not creditable for leave or any other employee benefit.

School Counselor _____ Date _____ Student _____ Date _____

Supervisor _____ Date _____

On completion of SV service, the supervisor must complete the section below to record actual hours worked and send a copy to the CPAC for school and student records.

Total hours or days worked: _____

Supervisor _____ Date _____

GLOSSARY

AD	administratively determined
AE	Army in Europe
AEPUBS	Army in Europe Publishing System
APF	appropriated fund
AR	Army regulation
ARIMS	Army Records Information Management System
CDS	child development services
CFR	Code of Federal Regulations
CHRA-E	United States Army Civilian Human Resources Agency, Europe Region
CID	criminal investigation division
CPAC	civilian personnel advisory center
CYS	child, youth, and school
DA	Department of the Army
DCIPS	Defense Civilian Intelligence Personnel System
DOD	Department of Defense
DOL	United States Department of Labor
DYPT	Dependent Youth Part-Time [Program]
EEO	equal employment opportunity
FLSA	Fair Labor Standards Act
FMYPT	Family member youth part-time
FPL	full performance level
HQ USAREUR	Headquarters, United States Army Europe
IAW	in accordance with
LN	local national
NAC	national agency check
NACI	national agency check and written inquiries
NAFI	nonappropriated fund instrumentality
OPM	Office of Personnel Management
PD	position description
QC	quality control
RPA	request for personnel action
SERS DEF	series definition
SF	standard form
SH	summer hire
SV	student volunteer
U.S.	United States
USAREUR	United States Army Europe
USC	United States Code
WG	wage grade
YEP	youth employment program