

29 April 2004

Civilian Personnel
Youth Employment Programs

***This regulation supersedes USAREUR Regulation 690-308, 24 September 2001.**

For the CG, USAREUR/7A:

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Summary. This regulation provides policy and procedures for administering youth employment programs (YEPs) in the Army in Europe. Major changes in YEP policy that have been included in this regulation include the following:

- Elimination of the eligibility for family members of supporting-organization (for example, community banks, Red Cross, contractors, United Service Organizations) and retired military personnel to be hired under the Summer Hire Program.
- Deletion of the appointing authority for family members of supporting-organization and retired military personnel based on Office of Personnel Management guidance on appointments outside the register.
- Addition of a provision for management to request family members by name who previously worked as a summer hire in their organization.
- Clarification of age requirements for YEPs.
- Reduction in the curriculum enrollment requirement for Family Member Youth Part-Time applicants from full-time to half-time in accordance with other student employment programs in 5 CFR 213.3202.

Applicability. This regulation applies to HQ USAREUR/7A staff offices, USAREUR major subordinate commands, USAREUR tenant commands (AR Reg 10-5, app A), IMA-Europe staff offices, and IMA-Europe organizations and commands that provide employment opportunities, education-related paid work assignments, and education-related volunteer-work assignments for family members who are 14 through 22 (and have not reached their 23d birthday).

Supplementation. Organizations may 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 Publishing System (AEPUBS).

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 Web site at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-CE, DSN 375-2535). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-CE), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

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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 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 enforced (see Part 310, Title 5, Code of Federal Regulations (CFR); and Sec 3110, Title 5, United States Code (USC)).

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 Office, 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 previously worked for the organization and who are eligible for rehire.

(5) Notify the Civilian Personnel Operations Center (CPOC) 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) Ensure individuals employed with Child and Youth Services (CYS) are at least 16 years old. Supervisors will provide line-of-sight supervision according to DOD Instruction 1402.5 and AR 608-10. Under no circumstances will YEP employees be allowed unaccompanied access to children.

(8) 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 the particular job. Supervisors will keep the AE Form 690-308A on file in the office of employment for 1 year after the YEP employee's last day of employment.

(9) Inform the local area support team (AST), base support battalion (BSB), or area support group (ASG) safety office if a YEP employee is involved in an accident, and ensure that an accident report is completed by filing DA Form 285-AB-R, 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 CPOC, in conjunction with civilian personnel advisory centers (CPACs), will establish procedures to implement YEPs.

5. EMPLOYMENT CONDITIONS

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

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

b. Background Checks for CYS Positions. YEP employees working in CYS positions only during the SH sessions are exempt from national agency check (NAC), national agency check with written inquiries (NACI), criminal investigation division (CID) check, and criminal history background check requirements. Local 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 and (if assigned to a CYS position) a CID check, a criminal history background check, and a local check.

(1) Application materials for positions subject to background checks must include the 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? 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 U.S. 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, paragraphs 3-201 and 3-201.1.

c. Tour of Duty.

(1) U.S. citizen YEP employees will not be employed—

(a) Between 2200 and 0600 if under 18 years old and employed in appropriated fund (APF) positions.

(b) Between 2300 and 0600 if 14 or 15 years old and employed in nonappropriated fund (NAF) positions.

(c) Between 2400 (midnight) and 0600 if 16 or 17 years old and employed in NAF positions.

(2) In Germany, employment of non-U.S. citizen family members, ages 14 and 15, is allowed if—

(a) Workhours do not exceed 7 hours per day or 35 hours per week.

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

(c) Work schedules include break periods. When YEP employees work more than 6 hours per day, supervisors must schedule breaks of at least 15 minutes each for a total of 60 minutes based on an 8-hour workday.

(d) Employment does not require work on Saturdays, Sundays, or legal German holidays. Employment on 24 and 31 December must end by 1400.

(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 previous experience or training. Youths do not need to meet the requirements described in the Qualification Standards Handbook for General Schedule Positions or take tests to be employed in YEPs.

e. Assignment Restrictions. Persons under 18 years old will not be employed in positions that—

- (1) Require heavy labor (that is, no frequent lifting of more than 50 pounds).
- (2) Include serving alcoholic beverages.

f. Position Descriptions. The position description used for NAF and APF SH and FMYPT Programs is job description number E0001 (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 APF and NAF positions (5 CFR 551.209 and 5 CFR 551.311). The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, will announce the rate approved by the DOD Wage-Fixing Authority each year. The approved pay rate will apply to both SH and FMYPT employees.

b. HQ USAREUR/7A will establish the hourly rate of pay for non-U.S. citizen family members in Germany employed under out-of-tariff conditions. This rate will be based on the hourly pay rate established by DOD (a above) converted to the next highest full euro at the command's official exchange rate. AE Form 690-60B will show the hourly rate of pay. The following statement will be entered in item 18 on AE Form 690-60B:

"Employment is not governed by the Collective Tariff Agreement (CTA) II. The employee is entitled to 3 days of annual leave for a 5-week summer employment period. Employment is governed by the German Federal Accident Insurance. Employment in excess of 8 weeks is subject to social insurance contributions retroactive to the first day of employment."

"Das Beschäftigungsverhältnis fällt nicht unter den Geltungsbereich des TVAL II. Es besteht Anspruch auf 3 Tage Jahresurlaub für eine 5-wöchige Schullerferienbeschäftigung. Das Beschäftigungsverhältnis unterliegt der gesetzlichen Unfallversicherung. Eine Beschäftigung über 8 Wochen unterliegt den gesetzlichen Sozialversicherungsabgaben rückwirkend zum Beginn der Beschäftigung."

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 in accordance with provisions of 5 CFR 550.503 or 550.504.

SECTION II SUMMER HIRE PROGRAM

7. ELIGIBILITY

a. Spouses under 18 years of age who are attending high school and unmarried U.S. citizen and non-U.S. citizen family members who are 14- through 22-years old (have not reached their 23d birthday) children stepchildren, adopted children, and children under the legal guardianship of the sponsor or spouse 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 and are family members of a—

- (1) Member of the U.S. Forces on active duty.
- (2) 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. Family members must reach their 14th birthday before the beginning date of the SH Program that year and must not reach their 23d birthday before the end of the SH Program that year.

c. Family member youths 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 no longer eligible for employment under the U.S. SH Program because of the elimination of temporary and term appointments outside the register by the Office of Personnel Management (OPM).

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

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 will not be paid overtime pay.

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 or DOD NAFIs in APF positions is 171, Excepted Appointment Not To Exceed (Date), Schedule A, 213.3106(b)(6).

b. The appointing authority for NAF employment is AR 215-3. Appointments are subject to conditions of AR 215-3 and AE Regulation 215-3.

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

10. SESSION REQUIREMENTS

Depending on the availability of funds, either one session or two sessions of equal length will be held during the summer employment period.

11. APPLICATION PROCEDURES

a. The CPOC will announce opening and closing dates for accepting résumés. Application procedures will be stated in the announcement.

b. Eligible applicants must meet the age requirement (at least 14 years old) by the beginning date of the SH Program that year and must not have reached their 23d birthday before the end of that year's SH Program.

c. U.S. citizen applicants must have a social security number (SSN). 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.

d. 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 the CPOC that includes the date of transfer and the geographic location of the sponsor's new duty location.

e. Announcements will include requirements for CYS positions as stated in paragraph 5b.

12. REFERRAL PROCEDURES

a. The CPOC will issue referral rosters to CPACs for APF positions. NAF offices will issue referrals for NAF positions. Rosters will distinguish between individuals desiring clerical and laborer positions. Names on each roster will be separated by age groups: one group will be for 16 through 22 years old; 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 positions. Applicants for CYS positions must meet the age requirements of paragraph 4b(7) and the requirements of paragraph 5b.

b. SH announcements may include cutoff dates for receipt of applications. Applications received by the first designated cutoff date will receive first consideration for summer positions. If applicants meeting the first cutoff date do not fill all SH slots, applicants meeting the second cutoff date will be considered. If there are more applicants than positions to be filled, a random number or lottery system will be used to determine the priority in which applicants applying within a cutoff period will be considered.

c. Individuals who submitted their application by a specific cutoff date and then transfer 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 for later cutoff dates established in the announcement at the new duty assignment.

d. Individuals who reside with their sponsor will be placed in a position in the commuting area of the sponsor's permanent duty station.

e. If rosters for both sessions are exhausted, the CPAC may extend employees who work the first session to the second session, if available.

f. Managers may request SH employees by name who worked in the organization previously and who are eligible for rehire. Name-requested SH employees will be placed based on the criteria described above. Name-requested applicants in the 16-through-22-year age category will be placed first, then the remaining 16-through-22-year age applicants will be placed. Name-requested applicants in the 14-to-15-year age category will be placed before other 14-to-15 year old applicants.

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 (have not reached their 23d birthday) unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse are eligible for employment in the FMYPT Program if they physically reside in the same household with and are family members of a—

- (1) Member of the U.S. Forces on active duty.
- (2) Civilian employee of a U.S. Government agency.
- (3) Regular full-time or part-time 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

a. 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).

b. AR 215-3 is the appointing authority for NAF employment.

17. APPLICATION PROCEDURES

Managers may fill FMYPT positions by submitting an RPA to the CPOC. CPACs will advertise positions by issuing a vacancy announcement that will include application procedures and be coordinated 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 at youth services, libraries, Army Community Services) and in community publications, when time permits.

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. For additional information, see application and selection procedures in USAREUR Supplement 1 to AR 690-300.301.

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. SV students 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 a Department of Defense Dependents Schools (DODDS) school 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 done by letter from the supervisor to the student, in coordination with the CPAC representative, and 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 (sample at 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 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, where practicable.

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 appropriate school and CPAC officials.

23. DOCUMENTATION OF SERVICE

In accordance with the OPM Guide to Processing Personnel Actions, no official personnel folder will be established for persons employed under the provisions of this regulation, and service will not be documented on an SF 50-B. Documentation of SV service will be provided by the supervisor using the lower section of the Student Volunteer Program Agreement (sample at 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 then forward the document to the school guidance counselor, who will be responsible for retaining the volunteer service record as part of the student's official school records.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Collective Tariff Agreement of 16 December 1966

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

Qualification Standards Handbook for General Schedule Positions

Office of Personnel Management Guide to Processing Personnel Actions

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 215-3, Nonappropriated Funds and Related Activities Personnel Policies and Procedures

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

AR 608-10, Child Development Services

AR 690-300.301 with USAREUR Supplement 1, Overseas Employment

AR 690-300.308, Employment

AE Regulation 215-3, Nonappropriated Fund Personnel Policy and Procedures

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*

SECTION II FORMS

SF 50-B, Notification of Personnel Action

SF 1199A, Direct Deposit Sign-Up Form

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

DA Form 2028, Recommended Changes to Publications and Blank Forms

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

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

AE Form 690-60B, Notification of Employment Status

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://forms.psc.gov/forms/DOL/ca-1.pdf>)

United States Department of Labor Form CA-2, Notice of Occupational Disease and Claim for Compensation (available at <http://forms.psc.gov/forms/DOL/ca-2.pdf>)

Internal Revenue Service Form W-4, Employee's Withholding Allowance Certificate

Position Description

PD#: E0001

Shred: Varies

**SUMMER EMPLOYEE/DYPT
AD-3501-00**

Replaces PD#: QC

Installation: Varies

Major Command: Varies
Region: Varies

Citation 1: OPM SERS DEF FOR WG 3501 (JUN 93)

Classified By: Shirley Jacobs

Classification Date: 6/16/94

FLSA: Exempt

Career Program: 00

Functional Code: 00

Competitive Area: Varies

Competitive Level: Varies

Drug Test Required:

Financial Disclosure Required:

Requires Access to Firearms: Varies

Position Sensitivity: Varies

Emergency Essential: Varies

CIPMS PD: No

Acquisition Position: No

Interdisciplinary: No

Target Grade/FPL:

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 prior experience or training. Duties include responsibilities normally inherent in clerical or wage board occupations. Examples of these are filing, messenger, mail clerk, light laboring, assisting groundskeeper, etc. Employee may be assigned to a variety of organizational segments during tour of duty.

Performs other duties as assigned.

APPENDIX C
SAMPLE SCHOOL-CPAC VOLUNTEER SERVICE AGREEMENT

1. This agreement, in accordance with regulations prescribed by 5 CFR, 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 _____ (insert name of school) _____. It covers the placement, assignment, and administration of DODDS 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 _____ (insert number of students) _____ students will participate in this program and the occupational areas involved will be _____ (state occupational areas) _____. 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 not less than 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 on written notification to that effect from an authorized official of either the school or the CPAC.

13. Student volunteers are covered by Federal Tort Claims provisions of 28 USC 2671 through 2680 and 5 USC 81, which applies to injury compensation. They are not eligible for payment of training costs or attendance in accordance with 5 USC 41.

APPROVED BY:

CPAC DIRECTOR (Signature)

SCHOOL OFFICIAL (Signature & Title)

DATE

DATE

GLOSSARY

APF	appropriated fund
ASG	area support group
AST	area support team
BSB	base support battalion
CFR	Code of Federal Regulations
CID	criminal investigation division
CPAC	civilian personnel advisory center
CPOC	Civilian Personnel Operations Center
CYS	Child and Youth Services
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DOL	United States Department of Labor
FMYPT	family member youth part-time
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
LN	local national
NAC	national agency check
NACI	national agency check with written inquiries
NAF	nonappropriated fund
NAFI	nonappropriated fund instrumentality
OPM	Office of Personnel Management
PPE	personal protective equipment
RPA	request for personnel action
SH	summer hire
SOP	standing operating procedure
SSN	social security number
SV	student volunteer
U.S.	United States
USAREUR	United States Army, Europe
USC	United States Code
YEP	youth employment program