

Civilian Personnel
Youth Employment Program

***This regulation supersedes AE Regulation 690-308, 11 June 2012.**

For the Commander:

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

Summary of Change. This revision—

- Updates organizational names, office symbols, telephone numbers, and other administrative information throughout.
- Removes the requirement that the United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), advertise the Summer Hire (SH) Program positions on a website.
- Adds requirement that supervisors over child, youth, and school services (CYSS) positions require a Consolidated Suitability Service Center investigation before supervising a CYSS employee under the age of 18 (para 5b(1)).
- Adds language clarifying requirements for adherence to host nation and Status of Forces Agreement regulations for dual citizens (para 7d).
- Adds provision about term lengths and expectations that applicants serve the full term of a SH Program position (para 7e).

- Expands the staffing portion to encourage hiring organizations to advertise positions with other organizations and on social media (para 17).

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 of age and have not reached their 23d birthday.

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

Supplementation. Organizations will not supplement this regulation without approval of the Civilian Personnel Division (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF.

Forms. This regulation prescribes AEA Form 690-308A. AE, AEA, and higher level forms are available through the Army in Europe and Africa Publications (AEPUBS) website at <https://intranet.eur.army.mil/aepubs/SitePages/HomeNew.aspx> or <https://www.aepubs.eur.army.mil/>.

Suggested Improvements. The proponent of this regulation is the CPD, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF (mil 537-1532). Users may suggest improvements to this regulation by sending DA Form 2028 to the CPD at USAREUR-AF G1 (AEPE-C), Unit 29351, APO AE 09014-9351.

Distribution. This regulation is available only electronically and is posted in AEPUBS at <https://intranet.eur.army.mil/aepubs/SitePages/HomeNew.aspx> or <https://www.aepubs.eur.army.mil/>.

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Glossary

1. PURPOSE

a. This regulation establishes policy and procedures for youth employment programs (YEPs) in the Army in Europe and Africa.

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 AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. Commanders will—

- (1) Identify appropriate work assignments and sources of funds to support the YEPs.
- (2) Ensure that 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. Organizations (including USAREUR-AF subordinate units and staff offices) are responsible for funding local YEP requirements.
- (4) Ensure that statutory and regulatory restrictions on the 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 to YEP employees to ensure that they understand assigned duties.
- (2) Supervise the work performed.
- (3) Meet United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), deadlines for the 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 by-name SH and FMYPT candidates 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) SH employees in Germany according to AE Regulation 690-99 and AE Regulation 690-99-G. For LN SH employees outside of Germany, time and attendance will be reported according to host-nation (HN) agreements and governing labor laws.
- (7) Submit time and attendance records for U.S. SH employees according to AE Regulation 690-110.
- (8) Ensure that individuals who are employed with child, youth, and school services (CYSS) are at least 16 years old. Supervisors will provide line-of-sight supervision of YEP employees according to Department of Defense Instruction (DODI) 1402.05 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 AEA Form 690-308A to document that the supervisor has briefed the employee on all safety aspects of a particular job. Supervisors will keep the AEA 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 (see DA Pam 385-40 for instructions on completing the form); United States Department of Labor (DOL) Form CA-1, or DOL Form CA-2. Accident reporting for LN SH employees will be reported on AE Form 385-10A (*Unfallanzeige* / LN Accident Report).

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 legal 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 CYSS Positions. YEP employees working in CYSS 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 CYSS positions for the summer must be given line-of-sight supervision and must not be allowed unaccompanied access to children. U.S.-citizen students who are 18 years old or older and employed for periods other than the summer (for example, FMYPT participants) must have a NAC or NACI. If assigned to a CYSS position, these employees must have a CID check, a criminal history background check, and a local check in addition to the NAC or NACI.

(1) Supervisors over CYSS positions which receive employees under the age of 18 must also receive a suitability assessment from the Consolidated Suitability Service Center (CSSC) before supervising underage CYSS employees. CYSS may grant an interim clearance during the review process, which will satisfy this provision.

(2) 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?”*

(3) To authorize background checks, applicants must sign AE Form 190-45D or other release forms required under State criminal history check procedures.

(4) SH employees without a NAC 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).

(5) For SHs who require access to the EUR computer network, the SH sponsor will follow procedures in AR 25-2 and USAREUR-AF G6 policy.

c. Tour of Duty.

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

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

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

(b) Duty hours are any period 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 4.5 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 HN 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 YEP.

e. Assignment Restrictions.

(1) Persons under the age of 18 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 under the age of 17 will not be placed in positions that require the use of power equipment according to DOL youth labor rules, available at <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 childcare, school-age, or youth centers. Supervisors will provide line-of-sight supervision at

all times according to DODI 1402.05 and AR 608-10. Under no circumstances will youths under age 18 be left alone with children (AR 608-20, para 2-25d). Persons under the age of 16 may be assigned to these programs to perform clerical or labor duties only.

f. 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, Headquarters (HQ) USAREUR-AF, 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-AF 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 the DOD (a above).

(b) Calculated by converting the dollar amount to euros by using the official conversion rate in effect on the day of the U.S. General Schedule (GS) general increase (or the first day of the first full pay period in the current calendar year, should there be no U.S. GS increase) or the official conversion rate in effect on the day of an increase in the U.S. summer-hire rate, whichever date is later. Results will then be adjusted to the next higher €0.25 increment. For example, in 2012, the hourly rate was €4.25, which was calculated as follows: \$5.50 (summer-hire rate for 2012) multiplied by .77210 (official conversion rate in effect on 1 January 2012) equaled €4.2465, which was adjusted to the next higher €0.25 increment.

(2) AE Form 690-70B will show the hourly rate of pay on the line “*Wage or salary group.*”

c. The hourly rate of pay for non-U.S. citizen Family members in countries other than Germany will be determined according to HN 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 under 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 DODI 1400.25, volume 1232, 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 of age, and non-U.S.-citizen Family members in Germany must be at least 15 years of age before the beginning of the SH Program and must not reach their 23d birthday before the end of the 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. CYSS employees are subject to host nation and Status of Forces Agreement (SOFA) restrictions on employment of dual citizens. In Italy, only U.S. citizens may apply, provided that they are not also an Italian national (for example, dual nationality citizens) and they are not ordinarily resident in Italy.

e. Applicants should be prepared to serve the full period of service advertised for the position at the start and end dates specified. Requests for delayed entry, early exit, or for long periods of absence during the course of the program will be considered on a case-by-case basis and may result in removal of the applicant from consideration. Such requests should be made as part of the application process.

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 SH employees must be in compliance with HN 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. 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 statement to their servicing CPAC that explains why the application was late.

c. Eligible U.S.-citizen applicants must be at least 14 years of age (15 years of age for non-U.S. citizens in Germany) by the start date of the SH Program for which they are applying and not have reached their 23d birthday before the end of the particular 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. Separate rosters will be established for CYSS services positions. Applicants for CYSS services positions must meet the age requirements in paragraphs 4b(8) and 5b.

b. SH announcements may include cutoff dates for the receipt of applications. Applications received by the first cutoff date will receive first consideration for SH positions. If not all SH positions are filled by applicants meeting the first cutoff date, applicants meeting the second cutoff date will be considered. Applications received after the first cutoff date may be considered only when the initial group is exhausted. If a cutoff date is not identified, all applications received by the closing date will be considered. Referral to SH positions will be made in accordance with the current CHRA-E standing operating procedure for the Army in Europe and Africa Summer Hire Program.

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

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

e. Managers may request by name SH employees who previously worked in the organization and are eligible to be rehired. By-name requested SH employees will be placed based on the criteria described above. By-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 unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse who are 14 through 22 years of age are eligible for employment in the FMYPT Program. However, they must also physically reside in the same household with their sponsor. The definition of sponsor includes the following:

- (1) A member of the U.S. Forces on active duty.
- (2) A civilian employee of a U.S. Government agency.
- (3) A 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 CYSS 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 workhours per week or 5 workhours per school day. Employment will not exceed 40 workhours 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 vacancy announcements 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. Hiring organizations are encouraged to utilize social media advertising and to share positions with other organizations where prospective CYSS applicants may be found.

18. REFERRAL PROCEDURES

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

- a. Veterans preference applicants.
- b. Military spouse and Family member preference applicants.
- c. Applicants without preference.

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 a Department of Defense Education Activity (DODEA) school; 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 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 B) that are signed by the appropriate school and CPAC officials and describe the following:

- a. Purposes of the program arrangement.
- b. The 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. The equal employment opportunity (EEO) policy (EEO statement).
- f. A written certification from 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 about 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.

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 an SF 50. The supervisor will provide documentation of SV service using the lower section of the SV Program agreement (app C). 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)

5 United States Code (USC), Government Organization and Employees

28 USC, Judiciary and Judicial Procedure

5 Code of Federal Regulations, Administrative Personnel

Office of Personnel Management (OPM) General Schedule Qualification Standards

OPM Guide to Processing Personnel Actions

OPM Delegated Examining Operations Handbook: A Guide for Federal Agency Examining Offices

Department of Defense Instruction (DODI) 1400.25, DOD Civilian Personnel Management System

DODI 1402.05, Background Checks on Individuals in DOD Child Care Services Programs

AR 25-2, Army Cybersecurity

AR 25-400-2, Army Records Management Program

AR 380-67, Personnel Security Program

AR 608-10, Child Development Services

AR 690-300, Employment

DA Pamphlet 385-40, Army Accident Investigations and Reporting

AEA Regulation 385-10, Army in Europe and Africa Safety Program Management

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

Consolidated Suitability Service Center - Operational Guidance for Centralized Background Check and Adjudication Process: Civilian Personnel Having Regular Contact with Children

SECTION II FORMS

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

DA Form 2028, Recommended Changes to Publications and Blank Forms

SF 50, Notification of Personnel Action

SF 1199A, Direct Deposit Sign-Up Form

AE Form 190-45D, Military Police Record Check

AE Form 385-10A, *Unfallanzeige* / LN Accident Report

AE Form 690-70B, *Arbeitsvertrag* / Employment Contract

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

United States Department of Labor Form CA-1, Federal 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 Certificate (available at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>)

APPENDIX B

SAMPLE SCHOOL/CIVILIAN PERSONNEL ADVISORY CENTER STUDENT VOLUNTEER PROGRAM AGREEMENT

1. This agreement, as 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 Education Activity 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 the 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 the 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 a 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 expenses of attendance at meetings according to 5 USC 41.

APPROVED BY:

CPAC Director (Signature) Date

School Official (Signature and Title) Date

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AEA	Army in Europe and Africa
AEPUBS	Army in Europe and Africa Publications
APF	appropriated fund
AR	Army regulation
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
CPD	Civilian Personnel Division, Headquarters, United States Army Europe and Africa
CSSC	Consolidated Suitability Service Center
CYSS	child, youth, and school services
DA	Department of the Army
DOD	Department of Defense
DODEA	Department of Defense Education Activity
DODI	Department of Defense Instruction
DOL	United States Department of Labor
EEO	equal employment opportunity
FMYPT	Family member youth part-time
GS	General Schedule
HN	host nation
HQ USAREUR-AF	Headquarters, United States Army Europe and Africa
LN	local national
NAC	national agency check
NACI	national agency check and written inquiries
NAFI	nonappropriated fund instrumentality
OPM	Office of Personnel Management
RPA	request for personnel action
SF	standard form
SH	summer hire
SV	student volunteer
U.S.	United States
USAREUR-AF	United States Army Europe and Africa
USAREUR-AF G6	Deputy Chief of Staff, G6, United States Army Europe and Africa
USC	United States Code
YEP	youth employment program