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Army in Korea
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Civilian Personnel

FAMILY MEMBER YOUTH EMPLOYMENT PROGRAMS

***This regulation supersedes Eighth United States Army regulation 690-6, 10 June 2004**

For the Commander:

WILLIAM D. IVEY
Colonel, GS
Chief of Staff

Official:

F.W.MORRIS
Chief, Publications and
Records Management

Summary. This regulation prescribes policies and procedures to be followed in the administration of the Family Member Youth Employment Programs and the Student Volunteer Program in the Eighth Army.

Applicability. This regulation pertains to employment of appropriated fund (APF) and nonappropriated fund (NAF) family member youth for all assigned, attached, and tenant activities serviced by the Korea Civilian Personnel Operations Center (CPOC) to the extent consistent with their regulations, procedures, and servicing agreements.

Supplementation. Further supplements to this regulation by subordinate commands are prohibited unless prior approval is obtained from the Commander, Eighth Army, (EACP-SES), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at http://www-hr.korea.army.mil/.

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 System website at: https//www.arims.army.mil.

Suggested Improvements. The proponent of this regulation is the Commander, Eighth Army, (EACP-SES). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth Army, (EACP-SES), Unit #15236, APO AP 96205-5236.

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Section I
GENERAL

1. PURPOSE. This regulation prescribes policies and procedures to be followed in the administration of the Family Member Youth Employment Programs and the Student Volunteer Program in the Eighth Army.

2. REFERENCES.

a. Required publications.

(1) AR 215-3 (Nonappropriated Fund Personnel Policy). Cited in paragraphs 2-4c and 3-4c.

(2) 5 CFR, Part 213 (Excepted Service). Cited in paragraphs 2-4a and 3-4a.

(3) 5 CFR, Part 301 (Overseas Limited). Cited in paragraph 2-4b.

(4) 5 CFR, Part 310, subpart A and 5 USC 3110. Cited in paragraph 1-8c.

(5) 5 CFR, part 333 (Recruitment and Selection for Temporary and Term Appointments Outside the Register). Cited in paragraph 3-6.

(6) 5 CFR 551.311 (Sub-minimum Wage). Cited in paragraph 1-9a.

(7) The Guide to Processing Personnel Actions, subchapter 11. Cited in Paragraph 3-4a.

b. Related publication. DOD Instruction 1400.23 (Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas).

3. ABBREVIATIONS. Abbreviations used in this regulation are explained in the glossary.

4. POLICY.

a. At the discretion of activity commanders, full-time employment opportunities may be provided for family member youths of Department of Defense (DOD) military and civilian personnel stationed in Korea during school vacation periods (e.g., summer, Christmas, and Easter vacations), and part-time employment opportunities when school is in session. To the extent possible within the priorities listed in subparagraph 2-7k(1) through (3), family member youths of non-DOD personnel stationed in Korea will be afforded these opportunities.

b. Careful planning will be accomplished in order to assure that program objectives are met, giving consideration to total mission needs and budgetary limitations.

c. Operation of the program will not conflict with the Status of Forces Agreement (SOFA).

5. OBJECTIVES.

a. To provide young people with an opportunity to acquire job skills and experience in a work environment and to earn an income.

b. To advance organizational missions through the temporary employment of family member youths, including the supplementation of the permanent work force, to accomplish seasonal workloads.

6. RESPONSIBILITIES.

a. The Assistant Chief of Staff (ACS), Directorate of Human Resources (DHRM) and the Chief of Staff, Eighth Army, will exercise staff supervision over the program and develop command policies.

b. Military and civilian managers and supervisors at all levels will assure the success of the program by--

(1) Planning for and establishing positions which will accomplish mission needs and provide valuable training experiences for family member youths. Careful planning of the duties to be performed in these positions is critical to the success of the program. The work assigned to youths must be of value to the organization establishing the positions.

(2) Assuring adequate supervision of family member youths, including proper orientation on work procedures, safety, training, work review, and sympathetic concern for the needs of these new Federal employees.

(3) Working closely with the Civilian Personnel Advisory Centers (CPACs), if personnel problems arise.

(4) Constructively evaluating the effectiveness of the program, planning improvements, and providing feedback to the CPACs, managers, and supervisors on needed improvements, new approaches which show promise, and similar matters of mutual interest.

(5) Following time and attendance reporting procedures established by the civilian pay office.

(6) Assuring that appropriate action is taken to separate youth employees from the rolls upon expiration of their appointments or at the time of resignation from the program.

c. The CPACs will--

(1) Provide operating procedures and instructions covering the Family Member Youth Employment Programs.

(2) Provide guidance and assistance to managers and supervisors concerning all matters pertaining to employment of family member youth.

(3) Administer the program, including preparation of announcements and providing related services.

(4) Conduct needed orientation training for supervisors and family member youths.

d. The CPOC will conduct the final inprocessing to include entering the personnel action into the Defense Civilian Personnel Data System (DCPDS) and establishing/maintaining the employee's official personnel folder (OPF).

7. EMPLOYMENT CONDITIONS.

a. The principles of equal employment opportunity apply to the employment of family member youths under this program. Accordingly, all appointments, as well as other personnel actions will be made without regard to race, creed, color, religion, sex, or national origin. In addition, there will be no discrimination on the basis of mental or physical handicaps, which do not preclude satisfactory performance of the major duties of positions filled under this program.

b. Eligibility. Spouses under 18 years and still in high school; unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse, who are 14 through 22 years of age and are either college students enrolled or attending an accredited college or university on a full-time basis; or high school students enrolled full-time at a high school, home school or trade school, are eligible for employment under the provisions of this regulation, if they reside in the same household with one of the following classes of sponsors:

(1) Permanent full-time DOD military APF and NAF civilian personnel recruited from the continental United States (CONUS) who have status under the SOFA of Joint United States Military Affairs Group (JUSMAG) Agreement and are assigned or attached to a United States (U.S.) Forces installation in the Republic of Korea (ROK).

(2) Permanent full-time locally hired U.S. citizen, APF or NAF civilian employees who have status under the SOFA, or JUSMAG Agreement and are assigned or attached to a U.S. Forces installation in the ROK.

(3) Family members of other permanent full-time DOD military and civilian personnel recruited from CONUS (such as family members of military or civilian personnel assigned to the Embassy).

(4) Permanent full-time U.S. citizens employed by other U.S. Government agencies, DOD invited U.S. Contractors, Red Cross personnel, and other personnel affiliated with the U.S. Government with SOFA or diplomatic status.

c. A family member youth will not be employed in any position which places such employee under the direct supervision of any member of his/her family (5 CFR 310, subpart A and 5 USC 3110).

d. Youths will not be required to take an oral or written examination as a condition of employment.

e. Family member youths who are 16 years of age and older may handle empty or partially empty glassware and containers of alcoholic beverages while busing or clearing tables in the course of their employment. An adult supervisor must be present on the premises of the facility where such duties are performed by family member youths. Any remaining alcohol in the glassware or container must be discarded as soon as possible. The supervisor on duty is responsible for ensuring proper oversight of under-age member youths when they are busing tables and discarding any remaining alcohol in glassware or containers.

f. Youth will not be assigned duties which will be demanding beyond his/her physical capabilities or which may be hazardous to health. A physical examination may be required both before and after employment, depending on the situation and work assignments. The following

subparagraphs represent command safety policies concerning employment of family member youths:

(1) Youths under 18 years of age will not be assigned to any position for which a hazard is recognized as an element of wage fixing or to any occupation designated by the Department of Labor as hazardous.

(2) Youths under 16 years of age will not be assigned to operate power-driven machinery other than office machines, unless they have received training on the specific equipment, and are supervised during its use, or the specific job has been approved by the installation safety manager.

(3) Regardless of age, all new employees will be given initial instructions and continued supervision to enable the employee to perform the job safely. In the case of motorized equipment or major pieces of machinery, a written record of such training and/or an operator's permit to document such training is highly recommended.

(4) Supervisors will ensure that personal protective equipment (PPE) is available and worn by youth engaged in work activities that require PPE (hard hats, safety glasses, earplugs, etc.) during the normal performance of their duties.

g. Youths will not be assigned to positions requiring a security clearance.

h. Prior consent. Written consent from the parents, legal guardian, or spouse is required for participants under 18 years old in the Family Member Youth Employment Programs. The statement must specify if the consent is for clerical work or manual labor, or both. For participants in the FMYPT or Student Volunteer Program, additional written consent of the school administrator or designated representative is required. The youth's academic record should be the primary consideration for the approval/disapproval by the school administrator. Consent may be withdrawn when such action is necessary for the well being of the student.

i. Employment under this program will be subject to the following restrictions on tours of duty:

(1) During vacation periods, employment will be limited to 40 hours per week and 8 hours per day. Overtime will not be scheduled for youth employees, unless specific approval is obtained from area commander.

(2) During periods when school is in session, employment will be limited to 20 hours per week and 4 hours per day (the combination of school hours and hours of employment will not exceed 9 hours per day). Employment for up to 8 hours is permitted on either a Saturday or a Sunday (but not both) as an exception to the 4-hour-per-day limitation as long as the total number of hours per week does not exceed 20.

(3) Lunch periods will be free time.

(4) No employee under 18 years of age will work between 2200 and 0600 hours. Normally, employees will not work on U.S. holidays. In cases where holiday work is necessary, supervisors must complete DA Form 5172-R (Request, Authorization, and Report of Overtime), and submit it to the area commander for approval prior to working the overtime. DA Form 5172-R is available electronically at: http://www.apd.army.mil

8. PAY RATES.

a. The DOD Wage-Fixing Authority establishes the hourly rate of pay for APF and NAF positions. The ACS, G1, CPD, Staffing and Employee Services Branch, will announce the rate approved by the DOD Wage-Fixing Authority each year (5 CFR 551.311).

b. Overtime and Sunday premium pay are authorized for family member youth employees in accordance with subparagraph 1-8i(1). Those who work on a holiday will also receive premium pay. Compensatory time, in-lieu of, is not authorized.

c. The APF and NAF youth employees will receive regular pay when they are excused from work because of a holiday. However, employees must be in a pay status immediately before or immediately after the holiday.

d. Leave.

(1) **Annual Leave**: Family member youth serving on appointments of 89 days or less are not entitled to accrue annual leave. Youth serving on appointments for 90 or more consecutive days will accrue annual leave.

(2) **Sick leave:** Full-time family member youth earn sick leave at the rate of four hours for each full biweekly pay period. Part-time youths earn one hour of sick leave for each 20 hours of duty.

9. APPLICATION PROCEDURES. The following procedures apply to the Summer Hire and FMYPT Program.

a. Youth employment opportunities will be advertised by the CPACs.

b. Locally developed forms will be used for the application.

c. Youth must possess a social security number (SSN) and present a social security card or copy of the card to the CPAC prior to appointment. Youths who do not possess a social security card may provide the front page of the parent's/legal guardian's tax form verifying the youth's SSN, ID card, a copy of the Defense Enrollment Eligibility Reporting System (DEERS) printout, or an official document that contains the youth's SSN. Youths must have their SSN to be eligible for employment.

d. Male applicants 18 years and older must submit proof of registration with the Selective Service System as proof of exemption.

Section II
SUMMER HIRE PROGRAM

10. ELIGIBILITY. See Section 1, paragraph 7b. Summer hires appointed before their 23rd birthday may be employed beyond their 23rd birthday provided that there is no break in service.

11. TERMS OF EMPLOYMENT. The summer employment period begins 13 May and ends 30 September. College students may be employed from 13 May through 30 September. However, high school students are to be employed only during the summer school break period. It is not the intent of the program to provide employment to high school students while school is in session.

12. WORK HOURS. The work hours for summer hire employees will not exceed 40 hours per week and will not include overtime. No employee under 18 years of age will work between 2200 and 0600 hours. Normally, employees will not work on U.S. holidays. In cases where holiday work is necessary, supervisors must complete DA Form 5172-R and submit it to their approval authority.

13. APPOINTMENT AUTHORITY.

a. The appointing authority for U.S. and non-U.S. citizen family members in priority 1 and 2 positions is "Schedule A 213.3106(b)(6)", as stated in 5 CFR PART 213.

b. The appointing authority for U.S. citizen family members in priority 3 positions is "Overseas Limited Appointment Not To Exceed (date)", as stated in 5 CFR, Part 301.

c. The appointing authority for NAF employment is "AR 215-3, paragraph 2-3a(4), Appt-Summer Aide Not to Exceed (date)", as stated in AR 215-3.

14. SESSION REQUIREMENTS. When there are sufficient jobs available to place all applicants, one session will be held during the summer employment period (e.g., all applicants would be given the opportunity to work for 8 weeks). When there are not enough summer jobs available for all applicants, two sessions of equal duration will be held in order to give as many youths as possible an opportunity to work (e.g., two consecutive 4-week employment periods could be conducted). In that case, youth that have worked the first 4-week session will not be offered an opportunity to work the second 4-week session until all other applicants were placed.

15. APPLICATION PROCEDURES. See Section 1, paragraph 9.

16. REFERRAL PROCEDURES

a. All students 16 through 22 years of age, who applied and meet all administrative requirements by the closing date of the local announcement, will be placed first before offering employment to youths 14 and 15 years old. When it is expected that there will be insufficient jobs for all applicants, the CPACs will determine the random selection method to be used (e.g., lottery).

b. A random selection method need not be used when it is expected that all applicants will be placed. In this situation, rosters will be established based on the date applications are received; however, some type of random selection will still be used for those who submit applications simultaneously.

c. If necessary, as determined by the local CPAC, separate rosters for clerical and manual labor positions may be established based on the applicants' expressed work interests.

d. Only complete application packets will be date-stamped upon receipt. Incomplete applications, such as missing supporting documents, will not be date-stamped until documents are received. Applications accepted after the cut-off date of the announcement will be added to the end of the appropriate roster, in order of date received. These applications will be considered only if rosters are exhausted and requirements still exist.

e. A family member youth on a FMYPT appointment that expires during the summer hire period, whose appointment is not extended will follow the general application procedures for the Summer Hire Program, if he/she desires to work for the summer hire period.

f. Trading of job assignments or order of standing on the roster is not authorized. However, under unusual circumstances, the CPAC may approve trading job assignments if both youths agree before entrance on duty.

g. If two sessions of equal duration are used for the Summer Hire Program and rosters for both sessions have been exhausted, first-session employees may be extended in their positions for the second employment period.

h. A youth who applies for the Summer Hire Program at a previous location in a different commuting area and then moves with his sponsor to a new duty location may transfer his/her eligibility to the new location, even though the local summer announcement cutoff date has passed. The applicant will be subject to the selection procedures of the new location. The applicant will be hired before other applicants who applied after the effective date of the roster or after the date of the random selection.

i. Applications for the local Summer Hire Program will be accepted from applicants whose sponsors have not yet arrived in Korea within 30 days of sponsor's arrival in Korea. Each application must be accompanied by a copy of the sponsor's permanent change of station orders showing permanent assignment in Korea prior to the effective date of appointment and the student will be physically available for work.

j. Name requests will not be honored when they adversely affect the placement process. However, efforts will be made to match all students with their skills and be responsive to management's request when the placement will not result in an inequity to other applicants or adversely affects the placement process.

k. Applications for employment under this program will be considered in the following order of priority, in classes of sponsors referred to in subparagraph 1-8b(1-3), without preference for rank:

(1) Family members of DOD military, APF and NAF civilian personnel recruited from the CONUS who have status under the SOFA or JUSMAG Agreement and are assigned to a U.S. Forces installation in the ROK.

(2) Permanent full-time locally hired U.S. citizen APF or NAF civilian employees who has status under the SOFA or JUSMAG Agreement and are assigned or attached to a U.S. Forces Installation in the ROK.

(3) Permanent full-time U.S. citizens employed by other U.S. Government agencies, DOD invited U.S. Contractors, Red Cross personnel, and other personnel affiliated with the U.S. Government, with SOFA or diplomatic status.

Section III
FAMILY MEMBER YOUTH PART-TIME (FMYPT) PROGRAM

17. ELIGIBILITY

a. In addition to the requirements of Section 1, subparagraph 7b, a youth must provide written certification from his/her school (or parent/legal guardian, if home schooled) that he/she is a full-time student at an accredited high school, home school, college, or university. College students may provide as proof a copy of receipt for registration showing matriculation and number of credit hours for which enrolled. College students must be taking at least 12 semester hours of study per semester, or 8 hours in a trimester, or the equivalent (1.5 quarter hours is equivalent to 1 semester hour). Written consent of the school administrator or designated representative is required.

b. Participants in the FMYPT program must be terminated on the day preceding their 23rd birthday.

18. TERM OF EMPLOYMENT. The term of employment may be for any temporary period not to exceed one year. An initial FMYPT appointment may not be made between 1 May and 31 August. The FMYPT employees, whose term of employment continues through the summer employment period, may continue on FMYPT appointments. The FMYPT employees are not required to compete for a summer hire appointment during the summer months since the summer months constitute a school recess period. If the appointment for the FMYPT ends during the summer employment period, the FMYPT appointment may be extended if management desires to retain the FMYPT. If management does not wish to extend the appointment, the youth has to compete for summer hire employment. Management should advise FMYPT employees, in advance of the summer recruiting period, whether or not they will be extended in their FMYPT positions. This will allow them sufficient time to apply for the Summer Hire Program, if necessary.

19. WORK HOURS. The hours of work during the school year are not to exceed 20 hours per week or 4 hours per school day, or 8 hours on non-school days. The combined hours of time in classes and time at work will not exceed 9 hours each 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 a school recess period. Students may not normally work on U.S. holidays, but if holiday work is necessary, supervisors must complete DA Form 5172-R and submit for approval authority. Students, under 18, attending high school may not work on Sundays or between 2200 and 0600 hours.

20. APPOINTMENT AUTHORITY.

a. The action code is 171, the nature of action is "Excepted Appointment Not-to-Exceed (date)" and the appointing authority for U.S. citizen and non-U.S. citizen family members in priority "1" and "2" positions is Schedule A 213.3106(b)(6), as stated in "The Guide to Processing Personnel Actions," subchapter 11.

b. The action code is 122, and the nature of action is "Overseas Limited Appointment Not-to-Exceed (date)". The appointing authority for U.S. citizen family members in priority "3" positions is 301.203(c), as stated in "The Guide to Processing Personnel Actions," subchapter 10.

c. The appointing authority for NAF employment is AR 215-3, Para 2-3a(4), Appt-Summer Aide, Not-to-Exceed (date), as stated in AR 215-3.

21. APPLICATION PROCEDURES. See Section 1, paragraph 9.

22. REFERRAL PROCEDURES. The FMYPT applicants will be referred using applicant supply file procedures contained in 5 CFR, Part 333.

Section IV
EIGHTH ARMY STUDENT VOLUNTEER PROGRAM

23. PURPOSE. The Eighth Army Student Volunteer Program provides students with education-related work assignments and, if applicable, specific work experience to earn course credit. Students will neither receive compensation for this work nor displace employees or occupy a position that is a part of an organization's requirement. The local Army Community Services (ACS) may develop this program to meet community needs.

24. ELIGIBILITY AND PROCEDURES. For information regarding the eligibility and procedures for Volunteer opportunities, please refer to the ACS Volunteer Program.

GLOSSARY

ACS	Assistant Chief of Staff
APF	Appropriated Fund
CFR	Code of Federal Regulations
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Division
CPOC	Civilian Personnel Operations Center
DCPDS	Defense Civilian Personnel Data System
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
FMYPT	Family Member Youth Part-Time
JUSMAG	Joint United States Military Affairs Group
NAF	Nonappropriated Fund
OPF	Official Personnel Folder
PPE	Personnel Protective Equipment
ROK	Republic of Korea
SOFA	Status of Forces Agreement
SSN	Social Security Number
U.S.	United States of America
USC	United States Code