



DEPARTMENT OF THE ARMY
HEADQUARTERS, 20TH SUPPORT GROUP, TAEGU
UNIT #15494
APO AP 96218-0562

2004 Summer Hire Program Vacancy Announcement TAEGU AND AREA IV Participants

ANNOUNCEMENT #: _____

OPENING DATE: 15 March 2004

CLOSING DATE: 16 April 2004

***Applications will continue to be accepted from students who PCS to Area IV arriving on/after 16 April 2004. All other applications MUST be received NLT 5:00 PM, 16 April 2004 to be considered.

Application forms are available on our web site: <http://cpoc-www.korea.army.mil>. Click on 'Employment' then 'Summer Hire'. Application forms are also available at: Taegu CPAC bldg 1805 Camp Henry; Pusan Sub-Office bldg 454 Camp Hialeah; Taegu & Pusan American Schools; and Army Community Service (ACS) bldg 1103 Camp Henry and bldg 224 Camp Hialeah.

POSITION TITLE, SERIES & GRADE: General Helper, WB-3501-00.

Positions include clerical and labor, non-hazardous positions. Students must specify on their application whether they wish to work in clerical or labor positions. If there is no indication on the application, students will not be considered for labor positions. Students under age 18 are required to have their parent's permission to work labor positions. Selections for the Summer Hire Program are final.

SALARY: \$5.00 per hour.

DUTY STATION: Area IV Korea (Taegu – Camps Henry, Walker and George; Waegwan – Camp Carroll; Pusan – Camp Hialeah, Pusan Storage Facility and Chinhae Naval Base)

SESSION DATES:

College Session: 17 May through 7 August 2004

1st Session: 14 June through 10 July 2004 (4 weeks)

2nd Session: 12 July through 7 August 2004 (4 weeks)

ASSEMBLY POINTS:

1st session students for Taegu/Waegwan will assemble at Henry's Place on Camp Henry at 800 hours, 14 June 2004. Students at Chinhae/Pusan will assemble in HQ Conf room, 20th Support Group, Pusan at 8:00 hours, 14 June 2004.

2nd session students for Taegu/Waegwan will assemble at Henry's Place on Camp Henry at 800 hours, 10 July 2004. Students at Chinhae/Pusan will assemble in HQ Conf room, 20th Support Group, Pusan at 8:00 hours, 10 July 2004.

College students selected for the College Session will in-process at the Taegu CPAC or Pusan sub-office for standard in-processing.

The list of 2004 Summer Hire participants for both sessions will be posted at the Taegu CPAC, bldg 1805 Camp Henry or Pusan sub-office, bldg 454 Camp Hialeah as soon as positions are determined.

SUMMER HIRE PROGRAM ELIGIBILITY:

All students selected for the 2004 Summer Hire Program must meet the age requirements on the day of appointment.

1. Military spouses under the age of 18 and still in high school.

2. Unmarried children, step children, adopted children under legal guardianship of a DOD Sponsor, ages 14 through 22 years of age, enrolled in school on a full-time basis.

DOD Sponsors include (EUSA Reg 690-6-1, para 1-8) – Dependents must reside with their sponsor, except for students attending college in the United States, reside in Area IV with their sponsor, be eligible for SOFA, and be a dependent of one of the following types of DOD Sponsors:

1. Active Duty Military
2. DOD Federal Civilians
3. NAF (MWR and AAFES) Civilians
4. Other U.S. Government Federal Agencies (Embassy, Treasury, Veterans Affairs, etc)
5. DOD Invited Contractors, Red Cross, USO, and other DOD Sponsors with SOFA status

Applications will be accepted from both U.S. and Non-U.S. Citizen dependents of eligible DOD Sponsors. All applicants must have a Social Security Number.

SELECTION PROCESS:

Placement priority will be given as follows:

Priority #1: All students ages 16-22

Priority #2: Students 14-15 years of age

HOW TO APPLY:

Eligible students who wish to be considered for Federal employment under the 2004 Summer Hire Program will be required to submit the following application package:

- Family Member Youth Employment Application
- Selective Service Registration Status (Male Applicants Only)
- Form SF-181, Race and National Origin Identification
- Form SF-256, Identification of Handicap
- Form W-4, Employee's Withholding Allowance Certificate (Tax Form)
- Form SF-1199, Direct Deposit Sign-up Form
- Distribution of Leave and Earnings Statement
- Copy of Sponsor's PCS Orders
- Letter of Employment (Civilian Applicants Only)
- Copy of Dependent ID Card
- Copy of Social Security Card or 2002 Tax Return Form to verify Social Security Number (only acceptable documents)
- College Students: Letter from registrar stating full-time student status

ADDITIONAL INFORMATION:

1. Incomplete applications will not be accepted and will be returned to the applicant without consideration.
2. Completed applications must be submitted in person to the Taegu CPAC or Pusan sub-office, NLT 5:00 pm, 16 April 2004. Students who PCS into Area IV on/after 16 April 2004 may continue to turn in applications and will be considered for placement.
3. Student may work only one session. Students working 1st session will not be allowed to continue employment during 2nd session.
4. Direct Deposit of the student's Federal paycheck is required as a condition of employment. Students may elect a bank or credit union of their own choice.
5. College students who do not include a letter from their college registrar stating their status as a full-time student will not be considered for the College Session. They will be considered only for the regular sessions.
6. Applications will be considered without regard to sponsor's rank. All appointments will be made without regard to race, creed, color, religion, sex, or national origin. In addition, there will be no discrimination based on mental or physical handicaps.
7. Social Security Number must be verified without exception.
8. Student applicants will not be permitted to make copies of the required documents at the Taegu CPAC or Pusan sub-office.
9. The point of contact for the Area IV 2004 Summer Hire Program is Ms Reiley, DSN 768-6639.