

Summer Hire Program Frequently Asked Questions (FAQs)

Q: How do I apply for a Summer Hire (SH) position?

A: You must complete our online resume for ease in submission into the SH resume database. Follow the instructions in the [vacancy announcement](#) to submit your resume. More information on the application process is available under the [job kit](#).

Note: submission of resumes by other than the online application process will not be accepted.

Q: What positions (jobs available) can I apply for under the SH announcement?

A: The SH program positions are filled in two categories:

1. Clerical
2. Labor

Note: The Child Development positions are open only to applicants age 18 years and older. Applicants must also pass a local military police background check before employment starts. Students should consider applying for both Clerical and Labor positions because availability of these positions/locations may be limited.

Q: How do I monitor the status of my application for a SH position?

A: You can view the current job status for your placement on our [web site](#), under Summer Hire Program, after the closing date of the summer hire application.

Q: Who do I contact if I have questions about the SHP or the application process?

A: If you have any questions, please submit your inquiry to our email address listed [here](#) or contact your local CPAC Summer Hire POC. For other information, follow the instructions in the [vacancy announcement](#).

Q: Does my child need to have their own Bank account for the direct deposit of their pay for the SHP?

A: Yes. The student must have a current bank account in their own name (see note below) for direct deposit of pay. If the account is a stateside account, the Direct Deposit in-processing form must be accompanied by a deposit slip with the account number on it.

Note: Sponsor, if your current financial institution (please ensure that you verify with them) will allow the deposit of funds into your account from someone other than the main account holder, please indicate this at time of in-processing of the student.

Q: My nephew (my Brother's kid) is visiting me (I'm active duty Military) for the summer after completing his first year of college, and I was wondering if he could participate in the SHP?

A: No. Students must be a Family Member of either DoD Military member; Command Sponsored Federal U.S. civilian appropriated/non-appropriated fund employees; or regular full-time or part-time civilian employees of a DoD non-appropriated fund instrumentality (NAFI) i.e. AAFES. Also, the applicant must be under the legal guardianship of the above sponsor or spouse of the sponsor to be eligible for the SHP. For more information on eligibility please visit the following website: [Eligibility Wizard](#).

Q: How much will my child be paid under the SHP?

A: Employees of the SHP are paid at the rate of \$5.50 PH; the Local Nationals are paid at the rate of €4.25 PH. This is IAW AE Reg 690-308 Sec I 6.a Salary, and this year's rate is as stated above for the SHP. The Department of the Army is an [Equal Opportunity Employer](#).