

2024 KADENA AB SUMMER EMPLOYMENT PROGRAM

VACANCY ANNOUNCEMENT

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ELIGIBILITY: SOFA status US citizen college and school-age dependents (age 14 through 23) of DoD military members, US appropriated fund, NAF, and AAFES civilian are eligible to participate. **Dependents of sponsors working for the Red Cross, USO, DoD contractors, BX concessionaries, military banking facilities, or Universities are ineligible for the program or dependents of locally hired self sponsored civilians.**

EMPLOYMENT PERIOD/HOURS & PAY: The program will run from 17 Jun 24 through 9 Aug 24 for 8 weeks. A limited number of Clerk and Laborer positions will be filled at 20 hours per week and pay will be \$8.00 per hour. Selectees must be available for the entire duration of program. Work hours may vary and may include weekends and/or early evening shifts. Work schedules are established by the supervisor. **Selectees must provide their own transportation.**

WHEN/WHERE TO APPLY: Applications and instructions will be available online at <https://kadenafss.com/civilian-personnel-section/>. Please send all completed application packages to 718FSS.Civilian.SummerHire@us.af.mil from 1-12 April 2024

Please ensure your application package includes:

1. SUMMER EMPLOYMENT APPLICATION (download the form from website)
2. Copy of sponsor's PCS orders (with length of tour and extensions)/Letter of Employment
3. Current School Verification Letter (Student status must be currently enrolled)

***Civil Service Employment Law requires males that are least 18 years old to register with the Selective Service Registration. For more information, please visit: <http://www.sss.gov/default.htm>**

***Incomplete applications will NOT be accepted.**

PLACEMENT OF EMPLOYEES: Applicants will be selected using a lottery system. Once placed, employees may **not** change to another position, no exceptions. All applicants will receive the result of selection via the email address that is provided on the application. **Applicants must be available for the entire 8 week program, no exceptions.**

NOTE: Uncooperative or disruptive selectees during in-processing will be asked to leave and will not be placed.

DIRECT DEPOSIT – The Air Force requires all employees to have an established bank account for direct deposit of their pay checks. Direct deposit is mandatory. Selectees may use their own account or their parent's account. For questions, please call 634-7920. **Failure to provide a completed direct deposit form will be considered a declination.**

For further information, please email 718FSS.Civilian.SummerHire@us.af.mil or call DSN 634-2228.