



# 374th Force Support Squadron

## SUMMER HIRE PROGRAM 2024

### ELIGIBILITY

- Command sponsored dependent of an active duty military member or US appropriated or non-appropriated fund employee assigned to Yokota Air Base.
- Students be between the ages of 14-22 Years old as of 17 June 2024
- Enrolled full-time in an accredited college for Spring and Fall semester 2024, if age between 18-22.
- **Ineligible for the Summer Program:** Dependents of a Red Cross employees, DoD Contractors, BX employees and concessionaires, military banking facilities, United Services Organizations (USO), locally hired appropriated/non-appropriated civilians or university personnel
- Non-US Citizen dependents..

### APPLICATION INSTRUCTIONS

- **How to apply:** access to <https://yokotafss.com/naf-human-resources/> to download the application package **OR** pick up an application at **Civilian Personnel Office (CPO) in Bldg 316, Rm. 217, between 16:00-17:00.**
- Application package must consist of: (1) Completed application, (2) Copy of sponsor's orders, (3) Copy of your passport, (4) Copy of your social security card, (5) School enrollment verification letter
- Applications will be accepted between **11 March to 19 April 2024**, Monday thru Friday, 16:00 – 17:00 at Civilian Personnel Office (CPO) in Bldg 316, Rm 217 ~ **APPLICATIONS WILL NOT BE ACCEPTED AFTER 20 April 2024**



Check Here!  
Application

**\*\*\*PARENTS CANNOT SUBMIT APPLICATIONS FOR THEIR CHILDREN\*\*\***

Available Position: Clerk & Laborer-40hrs/week @ various activities throughout Yokota Air Base.

Employment Dates will be 17 June through 10 August

Please contact the CPO at 225-3921 if you have any questions

*The Best Serving the Best ... FSS!*



## SUMMER HIRE PROGRAM 2024 Information

- -Salary: \$8.00 Per Hour (May be updated)in May
- -Business Day and Hour: Fluctuate depends on the office where you are assigned.

*Selection will be made First in-First out*

*Only COMPLETED APPLICATION PACKAGE will be referred, Incompleted package will not be considered,*

### After submission of application package...

- If the package you submitted was referred , you will receive Tentative Job Offer (TJO) email from USAJOBS.GOV.
- Follow the instruction on the TJO email and complete all forms in your Onboarding Manager.
- You will receive a FIRM JOB OFFER (FJO) email from USAJOBS.GOV upon completion of all forms in Onboarding Manager and Pre-Employment Requirements.
- Civilian Personnel Office will send you In-processing Briefing Invitation and Reporting instruction to students who received *Firm Job Offer,*