DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817, BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 12308.1D CH-1
20:SYA:vw

26 JUN 2001

NAVSUPPACT NAPLES INSTRUCTION 12308.1D CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: DEPENDENT YOUTH EMPLOYMENT PROGRAM (DYEP)

Encl: (1) Reprinted Page 4

1. Purpose. To transmit change 1 to the basic instruction.

2. Action. Remove page 4 of basic instruction and replace with enclosure (1) of this transmittal.

B. L. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4V
Lists I; II; III (less 10.12.23.
27.29.30.34.35.37); IV(1.2.10.);
V(1,only)

Ch-1 of 26 Jul 01

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817, BOX 1
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NAVSUPPACT NAPLES INST 12308.1D
20:SYA:swc
22 MAY 2001

NAVSUPPACT NAPLES INSTRUCTION 12308.1D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: DEPENDENT YOUTH EMPLOYMENT PROGRAM (DYEP)

Ref: (a) OCPMINST 12301.2
(b) CFR 213.104
(c) NAVSUPPACT NAPLES INST 12335.1A

Encl: (1) DYEP Student Evaluation Form
(2) DYEP Supplemental Form

1. Purpose. To provide employment guidance for implementation of the DYEP established by reference (a).

2. Cancellation. NAVSUPPACT NAPLES INST 12308.1C

3. Scope. The requirements of this instruction apply to the filling of all appropriated fund positions for dependent youths, as defined by reference (b).

4. Policy. Assistant Secretary of Defense (Manpower and Reserve Affairs) memo of 14 July 1972 (NOTAL) authorized Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR) activities to establish and implement a DYEP. Activities must secure funding citation when submitting their request for dependent youth employees. We have established a DYEP during the summer months only for dependent youths, ages 14 through 23, in the Naples, Gaeta and La Maddalena areas, to develop our children in a manner which places high value on experience in the workplace, community participation and capital accumulation. The DYEP goal is to hire as many eligible dependent youths as Full-Time Equivalent dollars permit. This program should also be regarded as an important introduction to the employment market and its attendant obligations and responsibilities.

5. Definition. A "Dependent Youth" is defined as a U.S. citizen dependent of active duty military or U.S. citizen civilian employees of the federal government and its nonappropriated fund instrumentalities who have a transportation agreement. The youths must be unmarried, between the ages of 14 and 23. Persons who are U.S. citizens and also citizens of Italy are not employable in DYEP positions.

6. Procedures

a. The length of the program and the hours of work should be set to allow for the maximum number of job opportunities within financial constraints. The summer program will commence 14 May and will terminate by the end of the fiscal year. In any event, dependent youth employees must be off the rolls as of 28 September.

b. Supervisors and other public officials are prohibited from advocating or selecting a relative.

c. For planning purposes, an hourly wage of $5.00 per hour will be used. Social security deductions and medicare deductions
will be made. Any change to the hourly rate will be publicized upon receipt of guidance from CINCUSNAVEUR.

d. Overtime is not authorized under any circumstances.

e. Dependent youth employees under the summer program will accrue sick leave and annual leave. Only those youths employed over 90 days will be paid annual leave. All accrued annual leave will be paid as a lump-sum payment at the end of the temporary employment. Leave without pay will be used to cover any period of absence when paid leave is not available.

f. Paydays will coincide with those for other U.S. civilian employees. Pay will be deposited to a bank account in each youth's name by direct deposit. Final paychecks for those dependent youth employees leaving the area before scheduled paydays will be deposited to the employees' bank accounts.

g. Because of the extremely short period of employment during the summer, it is critical that supervisors be aware of the responsibility to provide a meaningful work experience and

close supervision. This will ensure that positive work habits (i.e., safety, initiative, timeliness) are established and that dependent youth understand their responsibility to provide a full day's work to the activity. These goals can be best accomplished if communicated immediately and frequently to the dependent youth. Dependent youth who miss more than three consecutive work days, are excessively tardy, or who fail to work in earnest, may be terminated from the program.

h. In view of the program objectives, reassignments will be considered only on a case-by-case basis when there are serious, work related problems.

7. Action

a. The Human Resources Office (HRO) is responsible for the recruitment and administration of the program as follows:

(1) Publicize the program, survey command/activity DYEP needs.

(2) Issue announcements, accept and screen all applications (these forms are available at the HRO, at Capodichino, and on the HRO website at http://www.nsa.naples.navy.mil/hro).

(3) Ensure placements are consistent with management's needs, the applicant's abilities, and as feasible, in keeping with the dependent youth's preference for type of work. Placement will also be made using the criteria established in reference (c) to avoid nepotism.

(4) Conduct initial orientation training for dependent youth employees and their supervisors.

(5) Maintain records and reports.

(6) Address work related questions.

b. Management officials of activities wishing to employ dependent youth under this program must:

(1) Notify the HRO, Employment and Classification Division (code 21), of their specific need by submitting a Request for Personnel Action Form (SF52). To re-employ a youth previously employed at that activity, appropriate information must be provided on the form (name and social security number, if available). These name select requests will be honored only if the youths are 16 years of age or older. If the youth is under sixteen, then placement will only be made if all the applicants between 16 and 23 have already been placed into other positions.

(2) Provide appropriate accounting data on the SF52 for each position.

(3) Provide meaningful work and close supervision.

(4) Evaluate performance and provide that evaluation to the HRO (code 21) (see enclosure (1)).

(5) Ensure proper administration of time cards.

c. Parents of dependent youth will:

(1) Certify, in writing, their consent for employment of applicants under 18 (see enclosure (2)).

(2) Submit applications for those dependents not in the area at the time the program is announced, if desired.

d. Dependent youth desiring employment under this program will:

(1) Provide verification of a proper Social Security Number.

(2) Fill out and submit a complete application with supplements in a timely manner.

(3) Provide own transportation to and from work site.

(4) Certify that they understand management's intent to utilize their skills for the entire program and what period they will be available to work. Students who do not adhere to this provision may not receive consideration for employment under the DYEP in subsequent years.

(5) Be at work each day on time, ready, willing and able to work.

(6) Establish (open) a bank account for electronic deposit payment to insure timely receipt of biweekly pay check.

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DEPENDENT YOUTH EMPLOYMENT PROGRAM (DYEP)
STUDENT EVALUATION

Name of Employee _____ SSN _____
Office Assigned _____ Position _____
Period of Employment From _____ To _____
Supervisor _____ Title _____

Job Performance

Please rate the following skills by checking the appropriate column.

Description of Skill	S	U	N/A
Time Management - Makes good use of time, prioritizes work, follows office schedule.			
Interpersonal Skills - Performs as a team member, teaches others new skills, works to satisfy customers' expectations, works well with others from diverse backgrounds.			
Information Utilization - Seeks to acquire and evaluate new information, communicates ideas, organizes and maintains files, uses computers to process data.			
Social and Organizational Systems - Demonstrates understanding of social and organizational responsibility in the work place by his/her conduct. Shows respect for supervisors and co-workers, dresses appropriately, and makes adjustments when counseled by supervisor.			
Technical Knowledge - Identifies equipment and tools for specific tasks, uses proper procedures for setup and operation of equipment, maintains, identifies, or solves problems with available equipment.			
Basic Skills - Reading, writing, mathematics, speaking and listening			
Thinking Skills - Thinks creatively, makes decisions, solves problems, knows how to learn and listen.			
Personal Skills - Responsible, self-confident, friendly, honest.			
Overall Rating - What kind of employee has your *summer hire* worker been this summer?			

COMMENTS: _____

_____ _____
Student Date Supervisor Date

PART I - APPLICANT INFORMATION		
Name (Last, First, MI):		
Date of Birth:	Place of Birth:	Social Security Number:
Gender: ☐ Male ☐ Female	Education: ☐ High School (Currently Enrolled) ☐ High School (Graduate) ☐ College (Currently Enrolled)	

PART II - JOB CATEGORIES (Specific categories as listed below must be used)		
√Clerical	√General Laborer	√Recreation Aid
I am applying for the following categories: 1. 2. 3.		
Indicate your first, second, and third preference location: ☐ Agnano ☐ Capodichino ☐ Aversa ☐ AFSouth ☐ Carney Park ☐ Gaeta		
Typing Skills _____ words per minute.	Computer Skills: ☐ YES ☐ NO ☐ Good ☐ Fair ☐ Beginner	
What initial date are you available to work from and to? From: 14 May 2001 ☐ OR To: _____ From: 18 June 2001 ☐ (Indicate ending date)	What language(s) do you speak (other than English)? Italian ☐ Yes ☐ No Other _____	

PART III - SPONSOR INFORMATION	
Name (Last, First, MI):	
☐ DOD Civilian ☐ Military ☐ Other Departure Date: _____ If both parents are employed indicate departments and location where each parent works.	1. First parent Duty Station: _____ Duty Phone: _____ 2. Second parent: Duty Station: _____ Duty Phone:

FOR APPICANTS UNDER 18 YEARS OF AGE - PLEASE HAVE SPONSOR COMPLETE THE FOLLOWING

"I have no objection to my above named dependent accepting employment under the U.S. Naval Support Activity Dependent Youth Employment Program (DYEP)".

_____
Signature of Parent or Guardian

APPLICANT CERTIFICATION:
I certify the above information is true and correct to the best of my knowledge and any false statements can be grounds for my removal from the position.

_____ Signature _____ Date