

June 2020

# Child and Youth Employee Transfer Assistance Program

**Air Force Non-Appropriated Fund**

# Introduction

Air Force Child and Youth Programs (CYP) has developed a voluntary Employee Transfer Assistance Program (ETAP) for all Air Force non-appropriated fund (NAF) CY-I and CY-II 1702 series positions. This program allows all eligible employees to request a non-competitive transfer to another Air Force installation outside of the employee's commuting range of the current duty station. If approved, the employee will transfer without a break in service and into a position at the same grade and series form which they left. This program overview guide will provide guidance regarding the AF CYP NAF ETAP.

The Air Force Child and Youth Program Non-appropriated Fund ETAP does not extend reciprocity to other Department of Defense (DoD) Child and Youth Programs.

## Eligibility

The Air Force ETAP is open to all current regular and flexible CY-I and CY-II 1702 series CY employees. This is a voluntary program to help place employees that are relocating to a different location outside of the commuting range of the current duty station location. Relocation expenses are not authorized. Employees are eligible if they meet the following conditions:

- Current flexible or regular CY-I and CY-II 1702 series employees.
- Received "Satisfactory" or higher on final performance evaluation.
- Have had no adverse actions within 12 months of initiating the transfer request. Employees that receive an adverse action while on the transfer list, will promptly be removed.
- Gaining installation must exceed a 50-mile radius from the losing installation.
- Must be eligible and authorized to work in the United States (or host country location where the gaining installation is located).
- Agree to go on LWOP for up to 1 year while being placed.

## Background/Investigation Reciprocity

Background checks must be verified prior to sending the tentative offer. All Installation Records Checks (IRCs) and fingerprints must be re-accomplished by the gaining base prior to transferring. JPAS/CVS systems must be verified to ensure the CNACI/Tier 1 with childcare checks has been accomplished and adjudicated.

- Local Adjudications:

# Process

## Step 1:

- Employee: Completes Air Force CYP request for transfer. Employee must submit transfer application and resume.

## Step 2:

- Losing NAF HR: Reviews application. Requests appraisal from losing manager along with adverse action memo stating whether or not the employee has had any adverse actions within the past 12 months. Request immunizations, training modules, and any certifications of the employee from the manager.
- Losing Manager: Conduct close out performance evaluation. Complete adverse action memo.

## Step 3:

- Losing NAF HR: Submits all documentation and application to the AFSVA ETAP Coordinator. Submit via myPers ticket:
  - **Subject:** ETAP
  - **Category:** SVXH - NAF Policy & Installation Support. . Subject Child & Youth Program Guidance

## Step 4:

- ETAP Coordinator: Review all documents and input information into spreadsheet/database.

## Step 5:

- ETAP Coordinator: Forward list of applicants to “desired” installation for review and selection.

## Step 6:

- Gaining NAF HR: Gives list to CY Managers to select applicants along with Resume and modules

## Step 7:

- Gaining Manager: Reviews list, makes selection, sends selection to HR office. A regular employee cannot be bypassed if it may lead to a surplus of regulars at the gaining installation. Instead local recruitment for new CY-I and CY-II positions is discontinued until the authorized Regular levels are achieved through attrition.

## Step 8:

- Gaining NAF HR: Sends offer. Once accepted, NAF HR will send notice to AFSVA ETP Coordinator of position acceptance.

- Employee can decline

**Step 9:**

- ETAP Coordinator: removes applicant from list

**Step 10:**

- Employee: employee begins first day at work
- Gaining HR: Notifies losing HR of selection.
- Losing HR: Processes transfer out after receive notification from gaining HR

Gaining HR: Processes transfer in.

## **Program Assistance**

Direct any technical assistance requests and questions about ETAP to the CYP ETAP coordinator via myPers to SVXH - NAF Policy & Installation Support. . Subject Child & Youth Program Guidance

**Appendices:**

- A. HQ USAF/A1C Memo**
- B. ETAP Process Flowchart**
- C. ETAP Program Application**

A. HQ USAF/A1C Memo



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS UNITED STATES AIR FORCE**  
**WASHINGTON, DC**

MEMORANDUM FOR AFSVC/CC

FROM: HQ USAF/A1C  
1040 Air Force Pentagon  
Washington D.C. 20330-1770

SUBJECT: Air Force Child and Youth Programs (CYP) Nonappropriated Fund (NAF)  
Employee Transfer Assistance Program (ETAP)

1. As part of Air Force Child and Youth Programs (CYP) continuing commitment to professional development, the Air Force CYP Employee Transfer Assistance Program (ETAP) has been developed for all eligible Nonappropriated Fund (NAF) CY-I and CY-II 1702 series positions. The Air Force ETAP will enable eligible employees to voluntarily request a transfer to any Air Force operated CYP outside of the requesting employee's commuting range of current duty station. The Air Force CYP ETAP program does not extend reciprocity to other Department of Defense Child and Youth Programs.
2. The CYP ETAP is applicable to all installation CYP managers and Child and Youth Program Assistants. Installation CYP managers will consider transfer eligible ETAP applicants who relocate from another Air Force installation to support continued employment of CYP employees in accordance with this policy.
3. The CYP ETAP is available to all current Air Force NAF CYPs in all appointment categories. The CYP ETAP does not create an entitlement for placement, and relocation expenses are not authorized. Employees are eligible if they meet the following conditions:
  - a. Voluntarily request to transfer by registering in ETAP.
  - b. A current performance evaluation of "Satisfactory" or higher.
  - c. No disciplinary/adverse actions within 12 months of initiating the transfer request. Employees with disciplinary/adverse actions that are under appeal are not eligible to request transfer through the ETAP until the appeal is resolved.
4. The CYP transfer occurs without a break in service, and allows an eligible employee to continue their education, certifications, and transfer completed, adjudicated Tier 1 background check, medical screenings, and other employment screenings without any disruption to their career path.

5. Requirements for employees and each CYP and NAF Human Resources Office component supporting the program are attached. Child and Youth Program Managers and NAF Human Resources Offices are required to be aware of program requirements and must promote ETAP to eligible CYP employees through all employee notification mechanisms on a regular basis.

6. The points of contact for this policy are Ms. Debra Martin-Robillard, AF/A1CP at DSN 671-1729 and Ms. Deb Willey, AF/A1SOC at DSN 612-4085.

CARBONE, JOHN JOSEPH III  
SEPH.III.1007413358  
JOHN J. CARBONE, SES  
Deputy Director, Civilian Force Management

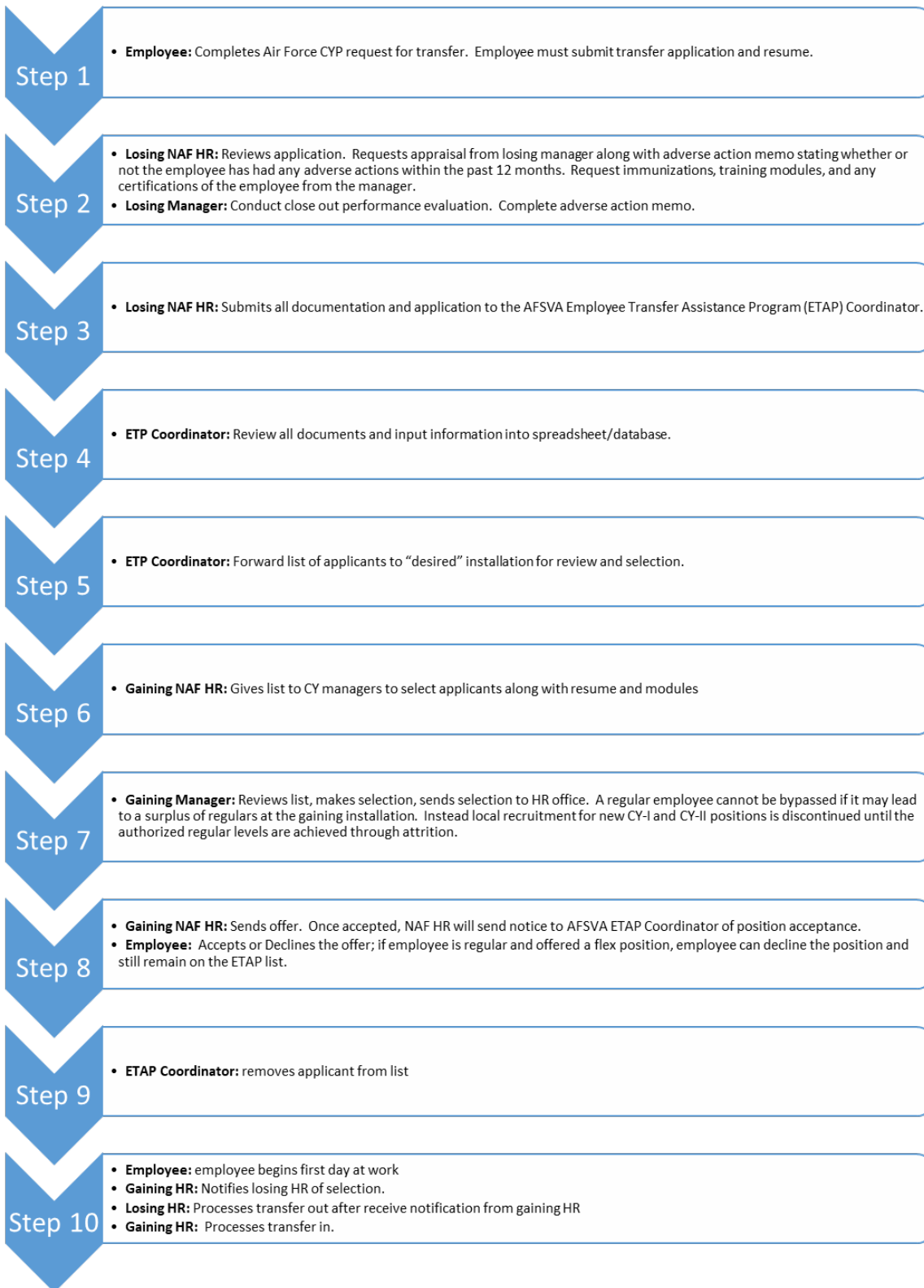
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CARBONE, JOHN JOSEPH III.10074  
13358  
Date: 2019.10.01 20:05:31 -0400

3 Attachments:

1. ETAP Process Map
2. AF CY NAF Employee Transfer Program Guide
3. AF NAF Employee Transfer Assistance Program (ETAP) Application


cc:  
AF/A1CP  
AF/A1SO  
AFSVC/SVXHR

## B. ETAP Process Flowchart





C. ETAP Program Application



## AIR FORCE NON-APPROPRIATED FUND EMPLOYEE TRANSFER ASSISTANCE PROGRAM APPLICATION

EMPLOYEE INFORMATION			
Name: (Last Name, First Name)		Date Requested	
Employment Category:		Position Title: (Title, Pay Plan, Series, Grade)	
Phone Number :		Personal Email: (Must be Valid During Transfer Period)	
TRANSFER REQUEST			
Current Duty Station		Desired Duty Station	
Installation:		Installation:	
CYS Program Area:		CYS Program Area:	
Age Group:		Desired Age Group:	
Current Schedule:		Desired Schedule:	
Last Day of Work (Losing):	Report No Later Than Date (Gaining):	Anticipated Start Date (if different than NLT date):	

I understand program eligibility must be met at the time of the application and if I fail to maintain eligibility at any time during the process, I will be removed from the program.

I agree to take uninterrupted leave not to exceed 150 consecutive days (e.g., paid, unpaid, combination) during the transfer period to out-process from my current Air Force Duty Station and report to my new assigned Duty Station.

If additional leave is needed, I understand a separate Leave Request, justifying the need for the extension must be submitted for approval to the local HR prior to my departure.

I understand my salary will not decrease, however I may be offered a position within a different employment category, which I can accept or decline. Declination of a lesser employment category will not result in removal from this program.

Information regarding pay, leave, and eligibility should be directed to your current HR office.

My signature and submission of this application affirms my intent of voluntarily participation in the Air Force NAF Employee Transfer Assistance Program. I agree to all above terms and further understand this process does not guarantee continued employment.

Employee Signature
Date

(For Internal Use Only)

ELIGIBILITY VERIFICATION: CYP MANAGEMENT			
<input type="checkbox"/> Request for Leave or Approved Absence (Attached)			
<input type="checkbox"/> Satisfactory or Higher Performance Rating within preceding 12 months			
<input type="checkbox"/> No adverse action preceding 12 months			
<input type="checkbox"/> Background Check Record (BCR) Request Form (Attached)			
Supervisor Signature	Date	Email address	Phone number

ELIGIBILITY CERTIFICATION: LOSING HUMAN RESOURCES OFFICE		
Performance Rating Verification: Rating Date: <input style="width: 100%;" type="text"/> Rating of Record: <input style="width: 100%;" type="text"/> BCR form received: <input type="checkbox"/>	Disciplinary Action Verification: Action Processed Yes <input type="checkbox"/> No <input type="checkbox"/> Action Pending Yes <input type="checkbox"/> No <input type="checkbox"/>	Documents attached: OPM 71 <input type="checkbox"/> LWOP <input type="checkbox"/> LWOP NTE <input style="width: 100%;" type="text"/> DATE: <input style="width: 100%;" type="text"/>
Human Resources Signature	Date	

Updated: 24 May 2019

FOR OFFICIAL USE ONLY

#### **D. References and Links**

- **myPers**
- **AF Portal**
- **Program Application**