



ARMY NONAPPROPRIATED FUND CYS EMPLOYEE ASSIGNMENT TOOL (CEAT) TRANSFER GUIDE

DEPARTMENT OF THE ARMY
Office of the Assistant G-1 for Civilian Personnel
Nonappropriated Fund Human Resources Policy and Programs Division

Policy

The NAF Personnel Policy and Programs Division has developed an Army Child and Youth Services (CYS) Employee Assignment Tool (CEAT) in accordance with the provisions of Army Regulation 215-3, para 2-4 b.(4). CEAT enables current NAF employees in Child and Youth Program Assistant (CYPA) positions to voluntarily request a noncompetitive transfer from one Army NAFI to another Army NAFI at the same grade/pay level and appointment category (part-time, full-time, flex). The transfer occurs without a break in service and allows the CYPA employee to continue their education, certifications, background checks, medical screenings, and other employment screenings. Management in coordination with NAF Human Resources Division (HRD) must fulfil their respective roles in this process to ensure a smooth and efficient implementation of this tool. The gaining NAF HRD will team with the gaining manager by forwarding the transfer eligible(s). Gaining management must consider transfer eligible prior to making a selection from a traditional referral certificate. Non-selections of transfer eligible are subject to the Garrison Commander approval. Registration will begin no more than 45 days from the date that the employee is ready to return to duty. Employees will be referred to management within 45 days of their ‘anticipated start date’ as indicated during registration in CEAT. After the ‘anticipated start date’, the employee will be removed and will have to re-register, if they have not transfer.

Eligibility

The CEAT is available to all current CYPA’s in all employment categories. The CEAT does not create an entitlement tool for placement and relocation expenses are not authorized. Registrants found to be ineligible will be removed from CEAT. Employees are eligible if they meet the following conditions:

- Voluntary request to transfer by registering in CEAT with DOD ID Number.
- A performance evaluation of “Satisfactory” or higher.
- Complete their probationary period.
- 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 CEAT until the appeal is resolved.
- Complete transfer request form.

Pay Setting

Upon transfer, an employee’s rate of pay will be set at a rate no lower than the last rate held as a CY employee with no change to the CY pay band level. When the last rate held exceeds the maximum CY pay band, the employee’s basic rate of pay will be set equal to the appropriate CY pay band’s maximum rate of pay, in accordance with AR 215-3, 3-18d.

CEAT Process

The CEAT process for the CYS employees involves close coordination between the losing and the gaining manager and NAF HRD's.

Employee must:

- Register in CEAT within 45 days of anticipated start date by completing the questionnaire at <https://www.surveymonkey.com/r/registrationceat>
- Enter name as it appears on your DA3434 – Notification of Personnel Action.
- Use EDIPI/DoD ID number can be obtained using any of the following options:
 - 10 digits located on back of Common Access Card (CAC).
 - Access MyBiz+ under personal info: MyBiz+/personal.
 - Request from your NAF HR office.
 - Use of incorrect DoD ID number will result removal from CEAT.
- Complete the CEAT Transfer Request form with your Manager if you have not PCS.
- Complete the CEAT Transfer Request form with HRD if you have transfer and at your new duty location.
- Request Leave without Pay (LWOP) not to exceed (NTE) one year, by completing a Standard Form (SF) 71, Request for Leave or Approved Absence and submit a resignation dated at the end of the LWOP period, to his/her losing installation manager if leave is necessary. Employee in FLEX appointment categories will be reduced to zero hours per week, NTE one (1) year, and required to submit a resignation dated the end of that period.
- Retain your Common Access Cards (CAC).
- Employee may make one (1) change to their availability date in coordination with the gaining NAF HRO. If additional changes are necessary, the employee may choose to apply for competitive consideration of future vacancies, and be removed from CEAT program.
- Registered CEAT candidates may decline positions for which they have not specifically indicated availability on the Transfer Request (e.g., CYS Program Area, Desired Age Group, Desired Schedule) without being from the CEAT program within their LWOP or FLEX employment status while on the rolls.
- A CEAT candidate who declines an offered position for which he/she has indicated availability, will be removed from further non-competitive consideration and may apply for competitive consideration through USA Jobs.

Losing Installation Manager must:

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- Ensure all CYS employees are made aware of CEAT and its requirements.
- Approve request for up to twelve (12) months LWOP for transfer eligible CYPAs, reduce FLEX employees' hours to zero hours per week, and keep them on the rolls NTE twelve (12) months. Approval for a regular employee participating in the Army Medical/Life Insurance Program entails the obligation to continue payment of employer contributions during the period of LWOP.

- Ensure background checks and medical screening are up-to-date before forwarding to losing.
- Forward completed CEAT Transfer Request Form to the NAF HRD with supporting documents (e.g., SF71 and BCVT, education, certifications, background checks, medical screenings, and other employment screenings, forms).
- **Losing Installation CPAC NAF HRD must:**
 - Complete the HR section of the CEAT Form and forward to gaining HR with supporting documents (e.g., SF71 and BCVT, education, certifications, background checks, medical screenings, and other employment screenings, forms).
 - Ensure background vetting requirements have been met.
 - Counsel employee on medical and life insurance contribution disposition options during LWOP: drop insurance, elect to pay the premiums up front, elect to receive letter of indebtedness upon return to duty, and pay back premiums at that time.
 - Team with the losing manager to ensure approved employees transfer with minimal delays.

Gaining Installation NAF HRD must:

- Verify CEAT registrants using the Query Tool at <https://go.usa.gov/xVaRb>
- Ensure that background checks, medical screening are up-to-date.
- Request BCVT, Transfer Request Form and other required documents from the losing HRD. (Do not run fingerprints, background checks or physicals on employees if their checks are still valid)
- If any checks are not valid, initiate (e.g.,
- Determine transfer eligibility of CEAT registrants and notify AG1CP of ineligible registrants.
- Notify the gaining manager of the transfer eligible in CEAT and issue DA form 4985 (manual referral list) within 45 days of employee's availability.
- Upon return of DA form 4985, from management, contact the transferring employee to coordinate entrance of duty date (EOD) and explain the onboarding process.
- Complete and maintain CEAT Transfer Request form

Gaining Installation Manager must:

- Ensure all CYS employees are made aware of CEAT and its requirements.
- Select transfer eligible or provide written justification to Garrison Commander for non-selection.
- Generate RPA(non-competitive) using Auto-NOA for CEAT Transfers