



FAQS FOR CHILD AND YOUTH SERVICES (CYS) EMPLOYEE ASSIGNMENT TOOL (CEAT)



What is CEAT?

CEAT enables current NAF employees in Child and Youth Program Assistant (CYPA) positions to voluntarily request a non-competitive transfer to another Army installation at the same grade/pay level and employment category.

Will an employee's background checks follow when they get to their new location?

Yes. When an employee moves from one installation to another, and accepts a position without a break in service of more than 24 months, their previous background checks will be verified by the gaining servicing NAF HRO. If it has been more than 24 months since the last background checks were completed consult with your HR office.

Who is responsible for completing the employee transfer form?

The current employee, losing manager, losing HR office and gaining HR office are all responsible for sections of the employee transfer form.

Will an employee's employment category change upon transfer?

NO.

What can an employee do if there are no positions available for transfer?

If a non-competitive transfer (position) is not available, you may apply for CYS jobs using USA Jobs, at local job fairs, or through your servicing NAF HR Division.

How can HR view employees coming to their Garrison in the CEAT query tool?

Be sure to save the query tool on your desktop prior to opening in order to search the list applicants by location. Due to firewalls in place with AKO currently the macros are being removed from the excel spreadsheet

Will pay remain the same upon transfer?

Your pay may increase or remain the same based on the new duty location.

Is an employee eligible to transfer without a performance evaluation?

No, an employee must have a performance evaluation to transfer. An employee can receive an evaluation after 90 days. Prior to registering in CEAT ensure you have received an evaluation from your supervisor.

What happens after an employee registers in CEAT?

Once registered in CEAT the employee will complete the transfer request form and submit to the losing manager. The employee should also retain a copy for their records.

What happens to the employee transfer request form after an employee has transferred?

After an employee has successfully transferred the transfer request form is kept with the rest of the employee case file.