

25 Jan 2022

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 from which they left. This program overview guide will provide guidance regarding the AF CYP NAF Employee Transfer Assistance Program.

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

Eligibility

The Air Force Employee Transfer Assistance Program 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.

Required ETAP Package Documents

- Application
- Resume
- Orders (if applicable)
- LWOP 2545 LWOP must reflect 6 months to 1 year. LWOP must be routed through proper channels and be approved by FSS Commander.
- Performance Appraisal or Closeout Appraisal
 - Performance Appraisal will be the official appraisal given
 - **NOTE:** If it has been longer than 4 months since the appraisal has been accomplished, management will need to complete a closeout appraisal on the AF Form 3527. The dates will be from date of last appraisal to beginning of LWOP (if LWOP is in the future, end date will be date closeout appraisal is done for package submission)
 - Closeout Appraisal if an employee came on board after appraisals and has not received an official end of year appraisal, management will need to complete a closeout appraisal on the AF form 3527. The dates will be from appointment to beginning of LWOP (if LWOP is in the future, end date will be date closeout appraisal is done for package submission)
 - MFR in Lieu of appraisal If an employee has less than 90 days in their position and are not eligible for an appraisal, management must complete an MFR stating such and if their current performance is satisfactory/unsatisfactory. Memo must be signed and dated by management.
- BCR or CSO IT Tool Print Out
 - To print the CSO IT Tool PDF you will need to query the employee's name in CSO then on the summary page, click on Print PDF on the right side of the screen next to the employee's name save as PDF to desktop.
- 1098 Modules
- Food Handler or ServSafe Training Certificate
 - If the employee does not have a certificate, you will need to ensure the 1098 documenting the food handler training is attached.
- CPR Certificate
- Immunizations
- Physical

Incentive Bonuses

Employees brought on board using ETAP are awarded a \$1,000 incentive bonus after 90 days in the position at the gaining installation.

NOTE: Incentive award amount is set and approved by AFSVC/SVP Child and Youth Program Managers and subject to change at any time.

Processes

Step 1:

- Employee: Completes Air Force CYP request for transfer. Employee must submit transfer application and updated resume to HR or losing Manager.

Step 2:

- Losing Manager: Conduct close out performance evaluation. Submit documents to HR. Sign off on ETAP Application.
- Losing NAF HR: Reviews application. Requests appraisal, immunizations, training modules, and any certifications of the employee from the manager.

Step 3:

- Losing NAF HR: Will need to do the following:
 1. Submits all required documentation and application to the AFSVC Employee Transfer Program Coordinator via myFSS NAF Human Resources Policy and Installation Support Employee Transfer Assistance Program ETAP Packages
 - Subject should be as follows: ETAP Package Last Name, First Name Installation
 2. Put note in CSO IT Tool under employee record that states Employee is on LWOP until _____ and enrolled in ETAP

Step 4:

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

Step 5:

- ETAP Coordinator: Forward applicants to desired installation for review and selection.

Step 6:

- Gaining NAF HR: Sends resume and modules to CY Managers to review and select applicants.

Step 7:

- Gaining Manager: Reviews applicant, makes selection, sends selection to HR office. Employees MUST be brought on at the same Employment Category in which they are leaving. 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.
NOTE: Management may use references from the previous installation to meet this requirement
- Gaining NAF HR: Can accept physicals without requiring a new one, as long as the physical was completed within the past three years.

Step 8:

- Gaining NAF HR: Inputs applicant into USAstaffing per instructions attached. Sends Tentative Job Offer (TJO) to applicant. Once TJO is accepted, gaining NAF HR will notify losing NAF HR office.
 1. If employee declines: notify ETAP coordinator immediately.
- Losing NAF HR: Will coordinate with the gaining installation to process a transfer out once EOD is established by the gaining installation. □ send a copy of the transfer out 2545 to the gaining installation.
- Gaining NAF HR: Will process transfer in and send 2545 to ETAP Coordinator at AFSVC. Submit myFSS ticket to CBIC to transfer employee's record from losing installation to gaining installation on EOD date.

Step 9:

- ETAP Coordinator: removes applicant from list and notifies gaining installation when employee will reach 90 days and the effective date of the incentive bonus.
NOTE: Incentive award processing instructions have been include in this Guide

Step 10:

- Employee: employee begins first day at work
- Losing NAF HR: Will mail OPF to gaining installation within 5 business days

Step 11:

- ETAP Coordinator: will reach out to gaining installation with reminder to process incentive award.
- Gaining NAF HR: will process incentive bonus following the instructions outlined in this guide

USAstaffing Direct Hire Instructions

Step 1: Generate RPA from Personnel System (DCPDS)

Step 2: Obtain valid email address from applicant. The email **MUST** be one used for USAJOBS to ensure the applicant can electronically onboard

Step 3: Log into USA Staffing

From Dashboard:

- Click **New Hire** tab
- Click **Create Request**

In the New Request window

- Enter the **RPA** into the Request Number Field
- The Request Type will default to **Onboard New Hire**
- Enter all the mandatory fields designed by the red asterisk *
- Enter **Request Tags** as appropriate (e.g. CYPA)
- The Hiring Need Validated Date and Request Personnel Action Date will be left blank
- Enter the Position Description, Position Title, Pay Plan, Series,
- Click **Save**

The **Request Status** will reflect as Incomplete

Two new sub tabs will appear

- Location Information
- New Hire

Click on the Location Information Sub tab.

- The Set Number of Vacancies By field will default to Location
- In the Find Location field: Type name of location, Select Location and Click Add Location Button
- Click Save

Click on **New Hire** sub tab

- Enter the employee **First Name, Last Name**
- Enter **email address** provided by the new hire. This email will be used to access the system. The email **MUST** be the email associated to a valid USAJOBS profile.
- The Position Description, Series, Grade, Location are locked based on previous tabs.
- Click **Save**.
- Select **Documents Icon** and Upload the Documents associated to this selection: ETAP Application, Reinstatement, etc.
- Review request tabs for accuracy.
- If no other changes, click **Approve Request**.

A pop up window will display indicating that the New Hire Record is being created

The Request Tab will update and change into one long page.

The **Request Status** will change to Selection Made

- On the Lower right side of window, a View New Hire button will appear.
- Select **View New Hire** button to open the New Hire record.

New Hire Record

A banner will appear reminding user to Set the Onboarding Process Owner.

- Enter the **Onboarding Process Owner** and **HR Contacts**
- **Save**

Click on the **Questionnaires** Tab

- Click on the **Position Information link**
 - In Position sub tab: Enter the **Salary** and **Salary Type**, Click **Save and Continue**
 - In Employer Sub tab: Enter the **Bureau/Division** (this is the MAJCOM), Click **Save and Continue**
 - In the Entry on Duty sub tab: **Enter EOD date** only if the projected EOD date has been Established, click Save and Continue (if applicable).
- Close sub tabs
- Send TJO:
 - Click on the **Envelope** on upper right.
 - Select tentative job offer letter
 - Click **Add** button to add attachments if applicable
 - Click **Edit Notification** address the red placeholder text. (DO NOT delete the Tentative Offer URL)
 - Click **Done**
 - Click **Send Notification**
 - The Email will go out to the email address provided by the applicant in the Request Tab.

Go to **Assignments** Tab

- Update Tasks as appropriate
- Remove Tasks that do not apply for transfer or rehire employee. **Save**

Click on to the **Summary Tab**

Note: The Summary Tab will not contain a Vacancy # or Certificate #. The Tentative Offer section will update once the New Hire accepts the TJO (The same applies to the Final Job Offer).

- Proceed with Onboarding as usual.
- The applicant will need to complete the Questionnaire data in order to fully populate their personal information in the electronic record and continue onboarding.

Incentive Bonus Processing Instructions

Step 1: Complete AF IMT 1001; each employee will need their own 1001

- Boxes 1, 3-8 MUST be completed
 - Box 7 Recommend: \$1,000 MUST be signed by CY Management
 - Box 7 Approved: \$1,000 MUST be signed by CY Flight Chief
 - Box 8 MUST State: NAF CYP Personnel transfer to new location through Employee Transfer Assistance Program; Employee awarded \$1,000 after completing 90 days in position.

Step 2: After AF IMT 1001 has all appropriate signatures, NAF HR will process the AF 2545 in DCPDS. The effective date will be the first day of the pay period following the 90th day. If the employee hits 90 days on the first day of the pay period, the incentive will be effective the following pay period. Action will be processed as an N840 Individual Cash Award with the following codes in Extra Information

- One Time Earnings Code: A
- Award Amount: \$1,000
- UOM: M
- Award Type: 45

Step 3: Once the action is approved in DCPDS, NAF HR will send a copy of the award 2545 to the ETAP Coordinator for reimbursement. NAF HR will be responsible for notifying their Accounting Office that reimbursement will be coming.

NOTE: The award amount will initially come out of the facilities bottom line, but will be reimbursed by CY central funds.

Step 4: ETAP Coordinator will send appropriate information to FM for reimbursement on a bi-weekly basis.

Step 5: FM will process reimbursement back to the installation on a monthly basis

NOTE: If gaining installation does not receive reimbursement within 1 month, please contact the ETAP Coordinator.

Step 6: Once payment of a bonus and/or allowance reflects on the installation's financials, installation will prepare a GLAF to reclassify the expense as follows:

	Debit	Credit
Recruitment Bonus Repayment:		
1140000 <input type="checkbox"/> NAFI Receivable		XXX
7060011 - Recruitment		XXX
Retention Allowance Repayment:		
1140000 <input type="checkbox"/> NAFI Receivable		XXX
7060013 - Retention		XXX

Step 7: FM will submit the CT to AFSVC/SVFSa who will process the reimbursement to the installation, as follows:

	<u>Debit</u>	<u>Credit</u>
<u>Installation:</u>		
1010000 <input type="checkbox"/> Cash in Bank <input type="checkbox"/> Checking	XXX	
1140000 <input type="checkbox"/> NAFI Receivable		XXX
<u>AFSVC:</u>		
70600xx <input type="checkbox"/> Recruitment/Retention Incentive	XXX	
1010000 <input type="checkbox"/> Cash in Bank <input type="checkbox"/> Checking		XXX