

## About our Program

Department of the 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, series, pay, and employment category from which they left.

Please reach out to your local NAF HR Office for any additional questions!



**Employee  
Transfer  
Assistance  
Program**



## ETAP Eligibility

To be eligible to participate in our Employee Transfer Program, employees must:

- Current CYP (Regular or Flexible) in a 1702 Series position
- Have no adverse actions within 12 months of initiating transfer request
- Eligible and authorized to work in the United States
- Agree to be placed on Leave Without Pay (LWOP) for 6 months to 1 year while pending placement (can be placed sooner)

## Employee Incentives for ETAP

- Equivalent pay, unless the gaining Installation pays more
- Maintain current Employment Category
- Eligible for Cash Incentive Award after 90 days in position at gaining Installation (while funds are available)

**Enrollment in ETAP is strictly voluntary, but enrolling greatly enhances your chances in being placed in a continuing position within CYP.**



# Working together to retain our innovative and hardworking employees

## How to apply for ETAP

To register for our Employee Transfer Program, employees should:

- Speak with CY supervisor of intent to apply
- Contact local NAF-HR for program information and registration guidance
- Submit the following items with your application:
  - Completed ETAP Application
  - Updated Resume
  - Orders (if applicable)