

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)