



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
4400 MARTIN ROAD
REDSTONE ARSENAL, ALABAMA 35898-5000

AMCPE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Expansion of the Army Nonappropriated Fund Child and Youth Service Employee Assignment Tool

1. References:

a. Army Regulation (AR) 215-3, Nonappropriated Funds (NAF) Instrumentalities Personnel Policy, dated 29 August 2019.

b. Memorandum, AG-1CP, 30 July 2018, subject: Implementation of Army Nonappropriated Fund Child and Youth Services (CYS) Employee Assignment Tool (CEAT).

c. Memorandum, AG-1CP, 13 June 2019, subject: Expand Army Nonappropriated Fund Child and Youth Services (CYS) Employee Assignment Tool (CEAT) to Include Lead Child and Youth Program Assistant (CYPA) and Clarify Pay Setting Provisions.

d. AG-1CP, Army Nonappropriated Fund (NAF) Civilian Employee Assignment Tool (CEAT) Transfer Guide, current edition.

2. The U.S. Army Materiel Command hereby renames the Army Nonappropriated Fund (NAF) Child and Youth Service (CYS) Employee Assignment Tool to Civilian Employment Assignment Tool (CEAT) due to expansion beyond CYS positions.

3. Pursuant to reference a. above, the U.S. Army Materiel Command, in coordination with the Installation Management Command (IMCOM), expands the CEAT to fill certain NAF positions by noncompetitive transfer. The CEAT supports the Secretary of Army agenda to hire and retain military and civilian spouses in their profession as they undergo Permanent Change of Station (PCS) or relocate with their sponsors, to the extent possible.

4. In addition to the previously covered CYS positions provided in references b. and c., NAF positions in the following are covered under the expanded CEAT:

a. NF-01 through NF-03 pay band levels, any position;

b. All NAF FWS positions; NA, NL, and NS pay bands.

5. Positions at the NF-04 and NF-05 pay band, emergency hire, seasonal, and limited-tenure employees are not eligible under the expanded CEAT provision.

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6. Employees in covered positions may request a noncompetitive transfer through the CEAT. The CEAT allows eligible NAF employees to transfer, without a break in service, from one Army Installation to another when the same position is available at the gaining Garrison. The position must have the same position title, pay plan, occupational series and pay band level/grade. Placement to a new position through the CEAT is not an entitlement and requests for transfer are not guaranteed job placements.

7. Management, in coordination with NAF Human Resources Division, must fulfill their respective roles in this process to ensure a smooth and efficient implementation of this expanded tool. Supplemental information may be found in the enclosed Army NAF CEAT Transfer Guide. Gaining management must consider transfer eligible employees prior to making a selection from a traditional referral certificate. Non-selection of eligible employees is subject to approval by the Garrison Commander or civilian equivalent. Employees must be registered in the CEAT to be considered eligible for a noncompetitive transfer.

8. Once a position has been identified and the employee accepts a job offer, the transfer action will be made effective the first day of the following pay period. Employees will either be placed on Leave Without Pay (LWOP) or they may choose to use accrued leave until arrival at the new duty station. Gaining supervisors must input ePay time cards for the new employee while in an LWOP or leave status. It is incumbent upon the employee to maintain contact with the gaining supervisor as all changes, to include reporting date, must be coordinated and approved by the supervisor.

9. Employees who are military spouses on PCS orders that noncompetitively transfer using the CEAT, may accept or decline an unlimited number of time-limited or flexible employment category positions without loss of preference, except that, on acceptance of a time-limited appointment, the spouse eligibility for preference for other non-continuing positions will be suspended until 60 days before the expiration of the appointment. In all other situations, employees that decline an offered position using the CEAT will be removed from further noncompetitive consideration in the CEAT program.

10. Activities are reminded to meet any applicable labor relations obligations prior to implementing this policy.

11. This memorandum is effective immediately. It can be found on the Headquarters, U.S. Army Materiel Command G1, Civilian Human Resources Policy and Programs Division portal page: <https://hqamc.aep.army.mil/gstaff/amcpe/f/Pages/PPD.aspx>.

Encl

MAX R. WYCHE
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