



ARMY NONAPPROPRIATED FUND (NAF) CIVILIAN EMPLOYMENT ASSIGNMENT TOOL (CEAT) TRANSFER GUIDE

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT G-1 FOR CIVILIAN PERSONNEL
NONAPPROPRIATED FUND HUMAN RESOURCES POLICY AND PROGRAMS

1. POLICY

Army Material Command (AMC) has expanded the Army Child and Youth Services (CYS) Employee Assignment Tool (CEAT) to include all Installation Management Command (IMCOM) non-CYS positions in the following covered pay grades/pay bands; NF-03 and below, NAF FWS and CY. This expansion also changes the name of the tool to NAF Civilian Employment Assignment Tool (CEAT).

CEAT allows transitioning eligible AMC/IMCOM NAF employees the opportunity to request a non-competitive transfer without a break in service, from one Army location to another where the same position may be available in accordance with Army Regulation (AR) 215-3, para 2-4 b.(4). CEAT is available to current full-time, part-time, and flexible employees. Emergency Hire and Limited Tenure employees are not eligible for CEAT. Placement through CEAT is not an entitlement; relocation expenses will not be authorized.

Management must consider CEAT registrants prior to making a selection using the competitive process. Garrison Commander (GC) or a civilian equivalent's approval is required for non-selection of all employees from a CEAT list. If a military spouse successfully non-competitively transferred through CEAT to a flexible position, he/she may still be eligible to use their spousal preference for positions open to competition. Employees that decline an offered position using CEAT, will be removed from further consideration with CEAT.

Employees can register at any time, however, HR will not refer candidates to management until 45-days of their 'anticipated start date'. If the employee has not transferred 45-days after the 'anticipated start date', he/she will be removed from CEAT and required to re-register for further consideration. Registrants found to be ineligible will be removed from CEAT. Employees, Management, and NAF Human Resources Division (HRD) must fulfill their respective roles in this process to ensure a smooth and efficient implementation of this tool, see Section 4.

2. ELIGIBILITY

Employees are eligible to participate in CEAT if they meet the following conditions:

- Probationary employees in regular positions who have received, as a minimum, a 90 day interim rating; a satisfactory recommendation from the manager may be used for a flexible employee.
 - Or an annual performance evaluation of "Satisfactory" or higher.
- No formal disciplinary/adverse actions within 12-months of initiating the transfer request. Employees with disciplinary/adverse actions that are under appeal are not eligible to request transfer through the CEAT until the appeal is resolved.

- Current/favorable background checks.
- Physical requirements as applicable.

3. PAY SETTING

CY: Upon transfer, an employee's rate of pay will be set at a rate no lower than the last rate held as a CY employee with no change to the CY pay band level. When the last rate held exceeds the maximum CY pay band, the employee's basic rate of pay will be set equal to the appropriate CY pay band's maximum rate of pay, in accordance with AR 215-3, 3-18d.

The GC may establish a local policy to reduce employees' rate of pay moving from a non-foreign areas to match the locality pay of other employees at that installation in accordance with AR 215-3, 3-18d. (1).

NF and FWS: For payband employees, pay will be set within the corresponding payband at the same rate as though the position would have been or has been competitively announced. For FWS employees pay will be set in accordance with the pay table for the corresponding wage area in accordance with AR 215-3, 3-8.

4. ROLES AND RESPONSIBILITIES

a. Employee will:

- Inform the Supervisor of their intent to relocate and request leave without pay as applicable.
- Complete the CEAT Transfer Request form with their Supervisor or HRD (*if not relocated*).
 - Complete the CEAT Transfer Request form with gaining HRD if relocated to the new duty location.
- Register in CEAT by completing the questionnaire at <https://go.usa.gov/xVtTp>.
- Enter name exactly as it appears on Social Security card.
- Retain PIV/CAC until on boarded at the new location.
- When warranted, request a one-time only change of 'anticipated start date' with the NAF HRD.

b. Losing Installation Manager will:

- Ensure employees are made aware of CEAT and its requirements.
- Complete the CEAT Transfer Request form with the employee.
- Approve employee(s) leave or LWOP request NTE 1 year, if applicable.
- Forward completed CEAT Transfer Request Form to the NAF HRD with any supporting documents.

c. Losing Installation NAF HRD will:

- Ensure employees meet eligibility requirements prior to CEAT registration (see section 2. above)
- Complete the losing HR section on the Transfer Request Form and forward to gaining HR with supporting documents.
- Initiate the LWOP personnel action on the Department of Army personnel system for the employee (if applicable)

d. Gaining Installation NAF HRD will:

- Validate employee eligibility for CEAT (see section 2).
- Complete and maintain CEAT Transfer Request form.
- Forward checklist, transfer request form and DA 4985 to gaining manager.
- Process the recruit/fill personnel action in the Department Army personnel system of record.

e. Gaining Installation Manager will:

- Select/Non-select transfer eligible using DA Form 4985.
- Ensure the NAF HRD has the recruit/fill RPA in order to make the job offer.
- Provide written justification to GC for non- selection of CYPAs transfer eligibles. Justification is not required for all other positions.

5. PROCESSING TRANSFER ACTION

- Process non-competitive transfer, NOA 048 to include remark “Non-competitive CEAT transfer”.
 - No change to employment category (RFT, RPT, Flexible).
 - No change to position title (except for Lead to Target).
 - No reduction in pay for CYPAs unless it exceeds the maximum of the gaining installation pay lanes.
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