



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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1700
Ser N9/19U0529
11 Jun 19

From: Commander, Navy Installations Command

Subj: NAVY CHILD AND YOUTH PROGRAMS NONAPPROPRIATED FUND
EMPLOYEE TRANSFER PROGRAM

Ref: (a) CNICINST 5300.2
(b) My ltr Ser N9/17U434 of 31 Mar 17

Encl: (1) Navy Child and Youth Program Non-Appropriated Fund Employee Transfer Program
Guidance, of 22 Apr 2019

1. Pursuant to the authority of reference (a), Section 108, the Navy Child and Youth Program (CYP) Employee Transfer Program (ETP) was implemented by reference (b) as part of the CYP continuing commitment to professional development. The CYP ETP enables all eligible employees to voluntarily request a transfer to any Navy operated CYP outside of the requesting employee's commuting range of their current duty station. The CYP ETP does not extend reciprocity to other Department of Defense Child and Youth Programs.

2. Enclosure (1) supersedes reference (b), implementing the following updated CYP ETP requirements:

(a) Eligibility is extended to all Flexible CYP Navy Non-Appropriated Fund (NAF) CY-I and CY-II 1702 series positions as defined in reference (a);

(b) In order to be eligible, employees must have six months' experience prior to requested transfer date;

(c) Additional information is provided on the role of CYP Training and Curriculum Specialists to support the requirements of enclosure (1).

3. My CYP point of contact is Mr. Greg Young, who may be reached at (901) 218-2381 or e-mail: greg.young@navy.mil and my NAF human resource point of contact is Ms. Sandy New (901) 874-6716, DSN: 312-882-6716 or e-mail: sandy.new@navy.mil.

A handwritten signature in blue ink, appearing to read "E. J. Cannon".

E. J. CANNON
By direction

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