

N926 CHILD AND YOUTH PROGRAMS
APPLICATION TO BE GRANDFATHERED INTO STANDARDIZED POSITION

PRIVACY ACT STATEMENT

AUTHORITY: P.L. 101-89, Sec. 1507, "Military Child Care Act of 1989"; Title 5 U.S.C. 301 Department Regulations: E.O. 9397; and OPNAVINST 1700.9 "Child and Youth Programs."

PURPOSE: To provide Child and Youth Programs (CYP) with information to determine the qualifications, suitability and availability of applicants for positions within the CYP.

ROUTINE USES: The information will be used to assess qualifications entitlement and overall suitability. Information furnished may be disclosed to any DoD component, upon request, to other federal, state and local governmental agencies in the pursuit of their official duties relating to proper child supervision. Finally, the information may be disclosed to law enforcement activities for the purpose of litigation.

VOLUNTARY DISCLOSURE: Furnishing the information is voluntary; however, failure to provide the requested information may prevent you from receiving full consideration for the position you seek.

Instructions for completing the form:

1. The purpose of this form is to request approval to be "grandfathered" in to a Child and Youth Program standardized position. Employees who are currently in a position to be transitioned into a Child and Youth Program standardized position may present documentation of demonstrated qualifying education and work experience that provides them with the knowledge, skills and abilities that would otherwise be gained through the positive degree requirement.
2. The employee completes the applicant information and forwards the application with the required listed documentation to their immediate supervisor. Use the Documentation Checklist to indicate the required documentation is attached.
3. The immediate supervisor reviews the application and documentation, indicates his/her recommendation for or against the employee to be grandfathered in to the position and forwards to the next level certifier, Regional Child and Youth Program Manager or Regional Advisory Board Member, whichever is applicable for the respective Region (may be the same person in some areas).
4. The Regional Child and Youth Program Manager or Regional Advisory Board Member reviews the application and documentation, indicates his/her recommendation for or against the employee to be grandfathered in to the standardized position. If this regional person is also the employee's immediate supervisor, they should sign in both places. The Regional POC will review the submitted documentation for all of the submissions in their region and forward one package to CNIC (N926) for review. The submission should include a cover sheet listing all employees' names (ascending order) for which an application is submitted, be organized by installation.
5. If any certifier non-concurs with certification, they will need to provide written rationale for their non-concurrence and forward to the next certifier.
6. If everyone concurs in the certification, CNIC will issue a letter of certification to the employee and to the servicing Human Resource Office.
7. If there is a non-concurrence in certification, CNIC will inform the employee in writing of the non-certification and the local activity will place the employee in an appropriate qualifying position.
8. All information should be forwarded to Rikki Leigh at one the following addresses:
Scanned copies – rikki.leigh@navy.mil

U.S. Postal Service - CNIC (N926), 5720 Integrity Drive, Millington, TN 38055.

FEDEX – CNIC (N926) Millington Detachment, 7736 Kitty Hawk Drive, Millington, TN 38055-6500

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APPLICANT INFORMATION

Please provide the following information:

NAME: <i>(Last, First, M.)</i>	CURRENT INSTALLATION:		
CURRENT POSITION TITLE:	CURRENT PAY PLAN:	CURRENT SERIES:	CURRENT GRADE:
STANDARD POSITION TITLE:	POSITION NUMBER:		

DOCUMENTATION CHECKLIST

The following documentation is required in support of this application:

<input type="checkbox"/> Resume
<input type="checkbox"/> Copy of your High School Diploma or GED Certificate OR College Transcripts
<input type="checkbox"/> Copy of College Transcripts
<input type="checkbox"/> Copy of Last Performance Appraisal

Employee Signature

Date

CERTIFYING OFFICIALS

The employee's application and presented records of demonstrated qualifying education, work experience, and performance have been reviewed. Grandfathering into the standardized position is:

Recommended Not Recommended

Immediate Supervisor Signature

Date

Recommended Not Recommended

Regional CYP Signature

Date

Recommended Not Recommended

Regional Human Resources Signature

Date

Approved Not Approved

CNIC CYP Signature

Date