



CDC

EMPLOYEE

TRANSFER PROCESS

MILITARY SPOUSE PREFERENCE TRANSFERS for Child & Youth Program employees. An internal transfer program has been established for eligible Child & Youth Program employees.

The four basic eligibility requirements:

- 1** You must be a current CY employee within Grades CY1, CY2, NF1, NF2, NF3 or CYP Crafts and Trades equivalent.
- 2** Your rating of record must, at minimum, rate “meets expectations”.
- 3** You must be listed as an authorized dependent on official PCS orders.
- 4** You must not have any disciplinary actions administered within the past two years. You must be able to report to work within 14 days of arrival to the new duty station.

Contact MCCS Human Resources Office within 30 days of the authorized PCS date and request a transfer to your new command.

For more information, call 760-830-4606.