

**Announcement(s):**

-Our office is open to customers by appointment only. Walk-ins will not be accepted. Please email or call our office (information below) to schedule your appointment.

-Questions about resetting your iPAY or Tax Documents? Please contact our NAF Payroll Office by email at M-GU-JRM-J9-NAFPAYROLL@fe.navy.mil

**Regional NAF HRO**

Physical Address:  
Joint Region Marianas  
Bldg 203 Halsey Dr.  
Nimitz Hill, Piti, Guam

**Website:**

[www.militarymwrguam.com](http://www.militarymwrguam.com)

**Office Email:**

M-GU-JRM-NAFHRO-  
N9@fe.navy.mil

**To Submit Resumes/  
Applications for Jobs:**

NAFJOBS@fe.navy.mil

**Telephone:**

(671) 349 - 1154 / 2154 /  
2210 / 3154 / 5154

**Open:**

Monday – Friday  
8:00 a.m. to 4:00 p.m.

**Closed:**

Federal Holidays

# HRO NOTES

**Military Leave**

Regular category employees whose appointments are not limited to 1 year or less are entitled to time off with pay for certain types of active and inactive duty service in the National Guard or as a Reserve of the Military Services. Regular full-time employees are entitled to an excused absence of up to 15 workdays per fiscal year. This amount is pro-rated for regular part-time employees based on the number of hours in the employee's biweekly work schedule. An employee may utilize military leave only for hours that the employee would otherwise have worked and received pay.

This leave requires supervisor approval and coordination with our office prior to usage.

**Military Furlough**

Military furlough is granted to all employees for induction or recall to active duty in one of the Armed Forces. Should an employee take more than 30 days of LWOP in conjunction with military orders, an SF52, approved leave slip, and a copy of orders are required to be submitted to our office.

This leave requires supervisor approval and coordination with our office prior to usage.

**Sick Leave**

All regular category employees may be eligible to use sick leave for the following reasons:

- Personal medical needs
- Family care or bereavement
- Care of a family member with a serious health condition
- Adoption-related purposes

Sick leave is earned at a rate of 5% of total hours physically worked, e.g., if you work 80 hours per pay period, you will earn 4 hours of sick leave. There is no minimum waiting period for the use of sick leave. There is also no limit to the amount you can accumulate and carry over from one year to the next.

Employees on furlough or leave without pay (LWOP) are not eligible to be paid for sick leave. Sick leave is a privilege and will be approved only when an employee cannot perform assigned duties due to legitimate reasons related to above.

**Friendly reminder that ALL requests for time off (leave) MUST be approved by your supervisor, prior to you taking the time off.**

## NAF HRO Team

**Anne Untalan-Ishikawa**  
HR Director

**Norma Yoshida**  
Lead HR Specialist  
(671)349-2210

**Jack Kolodziejski**  
HR Specialist  
Benefits / CYP / WFS  
Staffing & Recruitment  
(671)349-5154

**Jordan Anderson**  
HR Assistant  
HR Admin / Recruitment  
Processing  
(671)349-2154

**Cheryle Ochai**  
HR Assistant  
MWR Staffing &  
Recruitment / HR Admin  
(671)349-1154



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Employer.



### Projected Leave

A leave year begins on the first day of the first full pay period in January and ends on the last day of the last pay period that starts in December. Your supervisor should establish projected leave schedules for all employees. This is to ensure all employees are given a reasonable opportunity for time off and to use any annual leave or time off awards which may otherwise be forfeited at the end of the leave year. All leave (including medical appointments) by all employees regardless of employment category (RFT / RPT / FLEX) should be requested and approved or disapproved as far in advance as possible. It is your responsibility to submit leave requests to your immediate supervisor. It is your supervisor's responsibility to approve or disapprove leave and INFORM you of their approval or disapproval as early as possible.

### Benefits

Changes to your benefits can only occur during Open Enrollment or if you experience a Qualifying Life Event (QLE). Examples of the most common Qualifying Life Events are as follows:

- Marriage or divorce
- Birth or adoption of a child
- Child reaching the maximum age limit
- Death of a spouse or child
- You lose coverage under your spouse's plan

You have 31 days from the date of the Qualifying Life Event to make changes to your benefits. If you have any questions about eligibility, please reach out to your NAF HRO today!

### NAF 401(k) Retirement Plan

CNIC offers eligible NAF employees the opportunity to enroll in the 401(k) retirement plan through Principal. CNIC even matches up to 3% in contributions! You may enroll/change percentages at any time.

Start today by visiting the Principal website at <https://www.principal.com/welcome> or call them directly at 1-800-547-7754 to enroll. From there, you can take a closer look at some of the features available to you, including:

- Customized dashboard for your retirement account
- Retirement Wellness Score - personalized score to see how you're tracking towards your retirement goals
- PrincipalR Milestones - a financial wellness resource that provides self-serve, personalized, online education
- PrincipalR app - streamlined for convenience, it puts you in control with retirement wellness checks, in-the-moment education and self-serve transaction capabilities
- PrincipalR Flash Briefing - voice assistant delivering tips, fun facts, and reminders weekly.