

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.

Regional NAF HRO

Physical Address:
 Joint Region Marianas
 Bldg. 203 Halsey Dr.
 Nimitz Hill, Piti, Guam
 96915

Website:
www.militarymwrguam.com

Office Email:
jrmj9nafhro@us.navy.mil

Regional Training Email:
jrmj9training@us.navy.mil

Telephone:
 (671) 349 - 1154 / 2154 /
 2210 / 3154 / 4154 /
 5154

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

Closed:
 Federal Holidays



HRO NOTES

NAF BULLETIN BOARDS

Each NAF facility is required to have at least one official bulletin board to post required information for employees. Bulletin boards should contain information regarding federal/local regulations and employment resources affecting NAF employees.

Bulletin boards must be reviewed regularly by managers and supervisors to ensure current and future news, policies, and job vacancy announcements are readily available for review by employees at all times. Managers and supervisors should post all information on bulletin boards that impact and/or are beneficial to employees. Employees should frequently view and refer to their bulletin board resources for the latest information and updates.

EMPLOYEE RESPONSIBILITY

The successful and efficient operation of the various facilities and services of our organization have a direct impact on the morale of service members and their families and the local community. You have the responsibility to yourself, country, and employer to do your job to the best of your ability. One of the most important attributes for success in the work environment is to be a team player, value your work, and have the confidence to perform your job with ease. As an employee, it is expected and important to display a positive attitude, communicate in an open and positive manner, and uphold yourself with the highest level of integrity at all times. Your goal is to learn and perform your job efficiently, maintain productivity, and ensure customer satisfaction is fulfilled. To support you as an employee, you will receive training, guidance, and useful tools to help you achieve and maintain the high standard of excellence that is expected in our organization.

Your supervisor is responsible for communicating information to you on training, guidance, and tools to best perform your job.

For additional training opportunities, you may contact the Regional Training Office at JRMJ9TRAINING@US.NAVY.MIL.

FEDERAL EMPLOYEE FAMILY FRIENDLY LEAVE ACT (FEFFLA)

FEFFLA affords regular full time employees the use of up to 40 hours of sick leave in a leave year to care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; medical, dental or optical examination or treatment; to make arrangements necessitated by the death of a family member as defined below; or to attend the funeral of a family member. An additional 64 hours may be used during the leave year as long as the employee maintains a sick leave balance of at least 80 hours. A regular part time employee may use up to the average number of hours of work in the employee’s scheduled tour of duty each week.

FEFFLA leave may not be used in pregnancy situations unless medical complications are involved with the pregnancy.

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Catherine "Emily" Sanders
Lead HR Specialist
(671) 349-2154

Jordan Anderson
HR Assistant
Security Admin
(671) 349-5154

Kieth Ashley Gutierrez
HR Assistant
CYP Staffing &
Recruitment
(671) 349-4154

Beatriz Montances
HR Assistant
Benefits / AAFB Staffing
& Recruitment
(671) 349-1154

Cheryle Ochai
HR Assistant
HR Admin / MCBCB
Staffing & Recruitment
(671) 349-3154

Tanya White
HR Assistant
Region & WFS, NBG
Staffing & Recruitment
(671) 349-2210

Ryan Motoyama
Training Specialist
(671) 349-1220



We are on the Web!
Department of the Navy is an
Equal Opportunity Employer.

FEFFLA uses the family member definition for leave in 5 CFR §630.201.

This definition is:

- (1) Spouse, and parents thereof;
- (2) Sons and daughters, and spouses thereof;
- (3) Parents, and spouses thereof;
- (4) Brothers and sisters, and spouses thereof;
- (5) Grandparents and grandchildren, and spouses thereof;
- (6) Domestic partner and parents thereof, including domestic partners of any individual in (2) through (5) of this definition; and
- (7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

*** All FEFFLA leave requests must be coordinated through our office and is subject to approval by your supervisor. Contact our office for more information.

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA affords eligible employees up to 12 weeks of unpaid job-protected leave for certain family and medical reasons. Employees are eligible if they have worked for CNIC for at least 12 months.

During approved periods of FMLA leave, employees enrolled in the NAF Health Benefits Program (HMO or non-HMO) may continue medical and dental health Insurance coverage. Employees MUST make arrangements with NAF Payroll to ensure required premiums are paid.

NOTE - You must request leave under FMLA in advance (no less than 30 days), unless in emergency situations.

*** All FMLA leave requests must be coordinated through our office and is subject to approval by your supervisor. Contact our office for more information.

PAID PARENTAL LEAVE (PPL)

PPL affords eligible employees up to 12 weeks of paid leave in connection with the birth, adoption, or foster care placement of a child. To invoke PPL, you must be eligible for the Family Medical Leave Act (FMLA).

For employees who use leave on an hourly basis, the 12-week PPL entitlement will be converted to hours based on the employee's schedule. For example, for a part-time employee who works 40 hours over a biweekly pay period (20 hours per week), the entitlement will be 240 hours (12 weeks x 20 hours). For flexible category employees, the leave entitlement will be based on the average number of hours worked in the prior 6-month period.

NOTE - You must request leave under PPL in advance (no less than 30 days), unless in emergency situations and requests must be coordinated through our office.

*** All PPL leave requests must be coordinated through our office and is subject to approval by your supervisor. Contact our office for more information.