



**REGIONAL NONAPPROPRIATED FUNDS (NAF)
HUMAN RESOURCES OFFICE (HRO)**

HRO NOTES

MAY 2022

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 Accounting Office by email at m-gu-jrm-nafacctg-gs@fe.navy.mil. Please be sure to use the subject title PAYROLL for all payroll inquiries.

Regional NAF HRO

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

Website:

www.militarymwrguam.com/jobs

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

ANNUAL LEAVE

Everyone needs a period of rest and relaxation. CNIC provides annual leave to regular category employees for this purpose. Eligible employees earn annual leave based on their years of creditable service and number of hours worked in a pay period at the following accrual rate:

- 5% of total hours physically worked (0-3 years of regular service)
- 7.5% of total hours physically worked (3-15 years of regular service)
- 10% of total hours physically worked (over 15 years of regular service)

Eligible employees will start to earn annual leave immediately upon appointment or change to a regular category position. However, they must wait 90 days after eligibility before annual leave can be utilized. You may accumulate up to 240 hours (360 hours for those on a transportation agreement) of annual leave per leave year. Excess of 240 (or 360) hours must be used prior to the end of the leave year. Requests for annual leave must be approved in advance and can be denied if it hinders operations and/or mission. Upon separation, unused annual leave is paid out at the time of separation if 90 day waiting period requirement has been met.

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

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HR Director

Reina Sablan
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349-5154

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HR Assistant
HR Admin/ MCBCB Staffing &
Recruitment Processing
349-2154

Jack Kolodziejcki
HR Assistant
MWR,NBG Staffing &
Recruitment/Benefits/
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349-1154

Norma Yoshida
HR Assistant
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Recruitment
349-2210



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



RETIREMENT

We all want independence and security during retirement. To help you plan for retirement, we offer regular category employees the option to enroll in the CNIC Navy NAF Retirement Plan (Pension Plan). You may choose to enroll at ANYTIME!

You are vested in the plan after 5 years of regular service and can start receiving full benefits at age 62 (or 52, in a reduced amount). The cost of the plan is 1% of your pensionable earnings bi-weekly. To initiate your enrollment, you must complete the Retirement Enrollment Form (RP-2), authorizing to have 1% of your salary deducted for the Retirement Plan each pay period.

If you would like a copy of the CNIC NAVY NAF Retirement guide or more information on how to enroll please contact our office.

CNIC 401K

To help you save for your future and supplement your retirement, we offer regular category employees the option to enroll in the CNIC Navy NAF 401(k) Savings Plan. For every dollar you put in the plan, CNIC will contribute 100%, up to 3% of your salary. Consider these advantages:

- **Convenient payroll deductions.** You can choose the amount to contribute from your pay into your account.
- **Tax-deferred contributions.** You don't pay federal (and in most cases, state and local) income taxes on the money you contribute on a pre-tax basis. The money will be taxable when you withdraw it, when you may be in a lower tax bracket.
- **Tax-deferred earnings.** The investment earnings on your contributions aren't taxed until you take them out of your account. This helps your money grow faster.
- **Variety of investment options.** You can select from among your plan's investment options, which have been specifically chosen to give you flexibility and help you save for retirement.

Don't wait to start saving! 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.



Happy Memorial Day!

