

HRO NOTES

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.

Time Off Awards are good for one year from date of issuance. Time Off Awards issued in 2024 will expire the following year. Log onto your MyADP app to view your balances.

Regional NAF HRO

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

Website:

www.militarymwr Guam.com

Office Email:

jrmj9nafhro@us.navy.mil

Regional Training Email:

jrmj9training@us.navy.mil

Telephone:

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

Open:

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

Closed:

Federal Holidays

HOLIDAY(S)
VETERAN'S DAY
NOVEMBER 11

THANKSGIVING
NOVEMBER 28

CNIC NAF OPEN ENROLLMENT (OE) 2025 - OPEN

CNIC NAF Employee OPEN ENROLLMENT (OE) 2025 is officially open on Friday, November 01, 2024. New enrollment coverage and/or changes to benefits made by employees during this time will take effect Wednesday, January 1, 2025.

Friendly reminder that eligible employees may enroll and/or make changes to the CNIC NAF Retirement and CNIC NAF 401(k) plans at any time.

For information on all CNIC NAF benefits you may contact our office or visit www.virtualfairhub.com/cnic or www.nafhealthplans.com/naf-employers/cnic.

USE OR LOSE ANNUAL LEAVE & TIME OFF AWARDS

"Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation (240 hours for most employees/360 hours for employees on a Transportation Agreement) for carry over into the next leave year.

Employees must use their excess annual leave by Saturday, January 11, 2025 or it will be subject to forfeiture. Excess leave had to have been requested, approved, and scheduled to use by Saturday, November 30, 2024.

Time Off Awards must be requested, approved, scheduled, and used within one year after the effective date of the award. Time Off Awards not used within one year of the effective date of the award is subject to forfeiture.

Employees can access their "Use or lose" annual leave and/or Time Off Award balances via MyADP at <https://myadp.com/>.

Managers/supervisors may request "Use or lose" annual leave and Time Off Award balances from our NAF Payroll Team via email at jrmj9nafpayroll@us.navy.mil.

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

Beatriz Montances
HR Assistant
HR Admin / Benefits
(671) 349-1154

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

Tanya White
HR Assistant
Region & WFS 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.

ELECTION DAY & NEW HATCH ACT UPDATE

Guam’s General Election and the Presidential Election are on Tuesday, November 5, 2024. We encourage all employees to exercise their right to vote!

With that, we want to remind everyone of the Hatch Act and that it applies to all federal civilian employees year round. NAF employees may not use their official authority or influence to interfere with an election; solicit, accept, or receive political contributions, unless both individuals are members of the same Federal labor organization or employees’ organization, and the one solicited is not a subordinate employee. They may not knowingly solicit or discourage the political activity of any person who has business before the agency; engage in political activity in any government office; engage in political activity while wearing an official uniform; engage in political activity while using a government vehicle; be candidates for public office in partisan elections; or wear political buttons on duty.

A recent update to the Hatch act prohibits wearing or displaying political items of “current or contemporaneous political figures” while on duty or in the workplace post-election too.

HOLIDAY GIFTS & OFFICE PARTIES

The holiday season is in full swing and along with it comes the prominent tradition of gift giving which carries the potential for ethical violations. Ethical violations can lead to serious disciplinary actions and even removal. It’s better to tell someone that you cannot accept the gift they purchased for you than to compromise your career.

We would like to remind you of best practices for holiday ethics. Supervisor and subordinate gift giving should be limited to “non-cash” items with a value of \$10 or less. Gift exchanges must be voluntary and “Secret Santa” is prohibited to avoid any issues with favoritism or a subordinate giving gifts to an employee receiving more income. Contributions must be voluntary and supervisors are not to solicit federal employees or contract employees to contribute.

STAY CONNECTED!

Visit our websites at the links below to stay current on our NAF vacancies within our Region and CNIC world-wide!

Regional NAF HR Jobs Website: www.militarymwr Guam.com/careers

CNIC NAF Worldwide Jobs Website: www.navymwr.org/careers