

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

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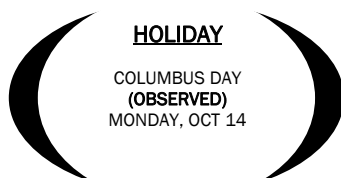
(671) 349 - 1154 / 2154 /
2210 / 3154 / 4154 / 5154

Open:

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

Closed:

Federal Holidays



HRO NOTES

NAVY CHILD AND YOUTH PROGRAMS (CYP) EMPLOYEE DISCOUNT PROGRAM

We are excited to announce that the Navy CYP has updated its Employee Discount Program for eligible CYP employees that have children attending one of our CYP facilities (e.g., Child Development Center, School Age Care program, or Family Child Care program). In order to be considered eligible, CYP employees must be working a minimum of 15 hours per week, regardless of their employment category (i.e., Flexible, Regular Full-time, Regular Part-time).

Direct Care employees are eligible to receive a 100% childcare discount for up to one (1) child.

Management / Support Staff employees are eligible to receive a 50% childcare discount for up to one (1) child.

For all eligible CYP employees with multiple children enrolled, the discount will apply to the child with the highest fee and the employee will continue to receive the 20% multi-child discount for any additional children.

Please Note: This is an optional incentive program and employees do not have to accept the new 100% discount if this would cause them hardship in any way and can remain at the 50% discount. All other aspects of Employee Discount Incentive remain the same.

2025 NAF BENEFITS OPEN ENROLLMENT (OE)

OE 2025 for NAF employee benefits is fast approaching! OE will be from Friday, 11/01/2024 to Saturday, 11/30/2024. All regular category employees and eligible flexible category employees may enroll and/or make changes to MEDICAL, DENTAL, and/or LIFE insurance coverages during this period.

Right now is a great time to review your current benefits information such as the type of benefits you are enrolled in (i.e. medical, dental, life, etc.), coverage type, and your beneficiaries. Changes to your beneficiary information, Retirement, 401(k), and/or Unpaid Compensation can be done at anytime throughout the year.

If you are making any dependent changes to your coverage for 2025, you are required to possess original documentation (i.e. birth certificate, marriage certificate, court documents, etc.) to effectuate any of these changes.

Be on the look out for our emails and bulletin board postings for more information.

*** ALL OPEN ENROLLMENT CHANGES ARE EFFECTIVE 01/01/2025 ***

NAF HRO Team

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(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 & EXERCISING YOUR RIGHT TO VOTE

General Election takes place Tuesday, November 5, 2024. Polls will be open from 7:00 a.m. to 8:00 p.m. on the respective days. We encourage all employees to exercise their right to vote!

Managers/supervisors should make every effort to allow employees working on Election Day the ability to get to their closest polling site, within its hours of operation to exercise their voting rights. Polling sites are typically open for extended periods of time and most employees work schedules allow ample time to vote. However, if this is not the case, administrative leave of up to 4 hours may be granted either on the front end of an employee's shift or on the tail end of an employee's shift, whichever involves less time away from work.

Please Note: Leave requests must be approved in advance by the employee's supervisor/manager.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

CNIC proudly offers all NAF employees access to the Employee Assistance Program (EAP). We are very excited to announce that EAP services have been extended for our Overseas employees through Magellan! These services are available to employees starting on October 1, 2024.

Magellan will be hosting virtual orientation sessions for managers and employees. During these sessions, employees and managers will learn about a wide range of services and resources that are offered as well as how to access these services.

Managers Orientation will be Oct 10th @ 4pm CEST-GTW
Registration Link: <https://register.gotowebinar.com/register/996782499554553182>

Employee Orientation will be Oct 15th @ 4pm CEST-GTW
Registration Link: <https://register.gotowebinar.com/register/3218244588406339678>

STAY CONNECTED!

Stay connected with our NAF HRO Notes, training schedules, and the latest information. Simply subscribe to our mailing list by emailing our Regional Training Office at JRMJ9Training@us.navy.mil with subject heading "SUBSCRIBE".