

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.militarymwrguam.com

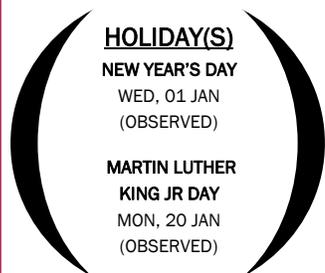
Office Email:
jrmj9nafhro@us.navy.mil

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

PREPARE FOR THE 2024 TAX SEASON

CNIC requires the distribution of employee W-2s electronically via your MyADP account. To ensure that you have access to all that you need for the 2024 tax season, we encourage ALL NAF employees to check your MyADP account every payday to ensure accuracy of pay entitlements and deductions for benefits.

Friendly reminder that any changes to your direct deposit & W-4 for tax purposes, can only be made in MyADP. It is important to wait one full pay period before closing your old account. If you have not registered for a MyADP account, your account has been deactivated, you have forgotten your password, or need general assistance; you may contact the MyADP Help Desk email at MyADPHelpdesk@us.navy.mil for assistance.

NAF BENEFITS CONFIRMATION

Friendly reminder that if you made changes and/or enrolled in Benefits during Open Enrollment (OE), your coverage and/or changes took effect on Wednesday, January 1, 2025.

Our office provided all NAF employees with an updated Benefits Confirmation. You should have received your updated Benefits Confirmation via postal mail. This report provides your benefits information such as the type of benefits you are enrolled in (i.e. medical, dental, life, etc.), your coverage type, and your beneficiaries. If you are not enrolled in any of our benefits or not eligible for benefits, at a minimum this report will provide detailed information of your designation of beneficiaries for unpaid compensation.

You are required to review this information thoroughly to ensure accuracy, sign, date, and return a copy back to our office. If there are any discrepancies, please contact our office right away.

UPDATING EMPLOYEE RECORDS

When was the last time you reviewed your employee records? Have you recently made changes to your name, phone number(s), email address, or mailing address? If so, it may be time for you to complete a new Employee Information form so that our office has your most updated information on file.

PLEASE NOTE: When requesting for a name change, you must notify our office of the request; submit a copy of your marriage certificate/divorce decree; an updated form of ID; update your Employee Information form; and/or provide additional / other documentation supporting the name change. In order to protect your personal information, we ask that you schedule an appointment with our office to process any name change requests.

Contact our office today to make changes/updates to your official personnel record!

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.

VERIFICATION OF EMPLOYMENT (VOE)

You may request for a Verification of Employment (VOE) from our office. To initiate this request, you may call and/or email our office at jrmj9nafhro@us.navy.mil. Our office will acknowledge receipt of your request and provide your manager/supervisor with a completed copy of your VOE. Employees may also retrieve their VOE directly from our office by scheduling an appointment during our normal hours of operation.

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 are reviewed regularly by managers and supervisors to ensure current and future news, information, policies, and job vacancy announcements are readily available for review by employees at all times. Employees should frequently view and refer to their bulletin board resources for the latest information and updates.

PERSONNEL ACTION REPORT (PAR)

Managers/supervisors should maintain an Employee Work Folder on file for all active employees. All Personnel Action Reports (PAR) are sent to the employee's managers/supervisors to be distributed to the employee AND be kept on file in the Supervisor's Employee Work Folder. Managers, supervisors, and employees are responsible for keeping copies for their official records. Should an employee need a copy of their PAR they may request it directly from their manager/supervisor.

***** Please Note:** Managers, supervisors, and employees may schedule an appointment with our office to view their Official Personnel File (OPF). *******

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.