

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 on to your MyADP app to view your balances.

Regional NAF HRO

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

Website:
www.militarymwrguam.com

Office Email:
jrmj9nafhro@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



HRO NOTES

TRAINING AND DEVELOPMENT

Are you interested in gaining additional skills and experiences to help with your personal and professional development? We have several tools and programs to help you succeed in your current position and to prepare you for future advancement. Every effort will be made to provide training and development to ensure your maximum efficiency and growth in your job.

The CNIC Learning Management System (LMS) provides wonderful virtual and self-paced training for all NAF employees on a variety of subjects that can help employees reach their personal and professional goals. The CNIC LMS is free and available to all employees within the NAF workforce. Learning topics are designed to enhance your current skill sets using courses such as Excel, PowerPoint, Accounting, Analytics, and Leadership classes. For more information on CNIC LMS or if you require assistance in gaining access to your LMS account, please send an email to our Regional Training Department at jrmj9naftraining@us.navy.mil.

It is a great practice to always print/save all of your training certificates to provide proof of your completed training. Certificates for annual training are good for one year. If you are interested in self-development training or require additional information regarding your annual training requirements, please contact your supervisor for more information on how to get started.

COMMON ACCESS CARD (CAC)

As a Federal employee, you are issued a Common Access Card (CAC). Your CAC allows you entry onto the military installation as well as any required computer access to perform the essential functions of your job. Regulations require that you show your CAC every time you enter the military installation and it must be in your possession at all times.

If you need to renew your CAC due to expiration, name changes, etc., you will need to contact our office at least 30 days prior to your CAC expiration or the same day as any personnel changes so that we can provide you the required documentation (DD1172 Form) to renew your CAC. You will need to provide the DD1172 Form to any of the ID Card Offices for them to issue your CAC. Please keep in mind that their appointment scheduling requirements may differ. It is your responsibility to ensure you have everything you need to obtain your CAC in a timely manner. If you lose your CAC, you must report it immediately to your supervisor, base security, and our office.

*** If you have never received/obtained your CAC, please contact our office immediately ***

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

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

Jordan Anderson
HR Assistant
Benefits / Region & WFS
Staffing & Recruitment
(671) 349-5154

Marjury De Venecia
HR Assistant
HR Admin / Security
Admin
(671) 349-2210

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

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

Ryan Motoyama
Training Specialist
(671) 349-1220



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

KRONOS AND YOU!

As a CNIC NAF employee, your time and attendance is recorded electronically through the use of KRONOS. All "non-exempt" employees are required to swipe in and out to ensure correct time/attendance records and pay entitlements. Employees who are provided a KRONOS card must punch in and punch out not more than six (6) minutes before and/or after their scheduled shift.

An exception to the requirement of punching in/out would be positions assigned to multiple work sites and/or where KRONOS clocks are not available. If you are an "exempt" employee, you may be placed on a Paid-From-Schedule (PFS) status in KRONOS. Only employees who are designated as exempt can be paid from schedule in KRONOS and are not required to punch in and punch out. Your position description (PD) indicates your Fair Labor Status Act (FLSA) status, designating you in an "exempt" or "non-exempt" position. If you are unsure of your FLSA status or need a copy of your PD, please contact your supervisor to provide you with a copy.

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.

UPCOMING HOLIDAYS FOR THE 2024 CALENDAR YEAR:

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| - Independence Day
Thursday, July 4 | - Veteran's Day
Monday, November 11 |
| - Labor Day
Monday, September 2 | - Thanksgiving Day
Thursday, November 28 |
| - Columbus Day
Monday, October 14 | - Christmas Day
Wednesday, December 25 |