

**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 the effective date. 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:  
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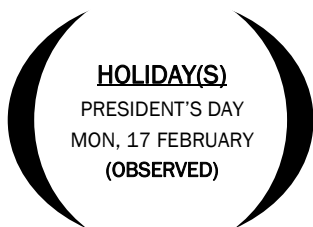
Office Email:  
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 (671) 349 - 1154 / 2154 /  
 2210 / 3154 / 4154 /  
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Business Hours:  
 Monday – Friday  
 8:00 a.m. to 4:00 p.m.

Closed:  
 Federal Holidays



# HRO NOTES

## NAVY QUALITY OF LIFE (QOL) LEADERSHIP IN TRAINING (LIT)

The Navy QOL LIT Program self nominations closed on Wednesday, 29 January for the upcoming professional development training. Participants will receive comprehensive education on Fleet and Family Readiness (N9) Programs, emphasizing core competencies and leadership development. This program integrates a blended training that requires virtual/in-person training at Millington, TN from Monday, 07 April – Saturday, 03 May, complimented by a capstone project to further enhance practical learning. Selectees will be notified of their selection no later than Friday, 14 February 2025.

## EMPLOYEE ASSISTANCE PROGRAM (EAP) MAGELLAN

CNIC proudly offers all NAF employees access to EAP services through Magellan. We encourage employees to seek support through this free benefit that extends 24/7 support and assistance to employees and their families by providing tools, resources, consultations, and more.

Visit the Magellan Website at <http://www.magellanhealth.com/global> and use the Company Code: CNIC or contact the EAP helpline at +1-984-920-6875 (Whatsapp Message only) or +1-984-342-5125 (Direct Dials).



## 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 our 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](mailto:jrmj9naftraining@us.navy.mil).

## FFR EMPLOYEE ENGAGEMENT SURVEY FY2025

CNIC is committed to fostering a positive and supportive work environment and your feedback is crucial in helping us achieve this goal. This survey is designed to gather important insights and experiences in the workplace. We invite you to take a few moments to complete the survey. We appreciate your support!



Deadline: 28 Feb 2025  
 Survey Link: [https://usnavy.gov1.qualtrics.com/jfe/form/SV\\_3Dd3HvREnauEhRY](https://usnavy.gov1.qualtrics.com/jfe/form/SV_3Dd3HvREnauEhRY)

**NAF HRO Team**

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Staffing & Recruitment  
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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.

**CHILD AND YOUTH PROGRAM (CYP) NAF EMPLOYMENT INCENTIVE PROGRAM FY2025**

Flexible, Regular Full-Time (RFT), and Regular Part-Time (RPT) employees working within the CYP as direct care staff, food service, front desk personnel, and custodians are eligible to receive recruitment and/or retention incentives under this program. Recipients must retain a performance rating of Satisfactory or above at the time of payout and must be currently employed at each incentive milestone to receive incentive payments. **Please Note:** Recruitment and retention incentives are not retroactive. CYP incentives for those hired before 08 January 2025 will follow previous guidance and pay out amounts.

**First Year Retention Incentive:**

- **6 Month Incentive** – Payable after 6 months of employment: \$1,000 + 8 hour Time Off Award
- **First Year Incentive** – Payable after 12 months of employment: \$1,000 + 8 hour Time Off Award

**Employee Referral Incentive:**

A referral incentive is offered to encourage current installation level, Navy NAF CYP and Morale, Welfare and Recreation (MWR) employees to refer new hires. The NAF employee who referred the candidate will be awarded \$300. The referral incentive payout will occur on the first pay date following 90-days of employment of the new hire or rehire, as long as the individual has also remained employed by CYP. There is no cap to the number of referrals.

**CYP Transfer Program Incentive:**

Approved CYP employees participating in the NAF Employee Transfer Program will receive a \$500 incentive upon successfully completing the onboarding process at the new installation.

**Annual Incentive:**

For CYP employees who do not receive childcare staff discounts, an annual incentive will be offered. To be eligible, employees must have a minimum of two years of continuing service, maintain a performance rating of satisfactory or above, and in an active paid status at the time of the pay out. These awards are administered by headquarters, CYP N96 at the mid-year point of each fiscal year. Pay out as follows:

POSITION	AMOUNT
SUPPORT STAFF	\$1,500
DIRECT CARE STAFF	\$1,500
LEAD TEACHERS	\$1,700
ASSISTANT DIRECTORS, DIRECT CARE STAFF SUPERVISORS, FCC MONITORS, PROGRAM COORDINATORS, AND TRAINING & CURRICULUM SPECIALISTS	\$2,000
PROGRAM DIRECTORS, INSTALLATION CYP DIRECTORS, AND SCHOOL LIAISONS	\$2,500