

# 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](http://www.militarymwr Guam.com)

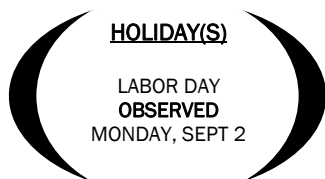
Office Email:  
[jrmj9nafhro@us.navy.mil](mailto:jrmj9nafhro@us.navy.mil)

Regional Training Email:  
[JRMJ9Training@us.navy.mil](mailto: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



**NAF EMPLOYEE PERFORMANCE EVALUATION**

The annual performance close-out date for NAF employees is 30 September 2024. If you are a NAF employee who was hired as of 3 July 2024, you will receive an evaluation for this evaluation cycle. The CNIC Nonappropriated Fund Employee Performance Rating Form (CNIC 5300/May 2020) will be used to rate your performance. An overall performance rating will determine your performance as Outstanding, Highly Satisfactory, Satisfactory, Minimally Satisfactory, or Unsatisfactory.

Your supervisor will fairly and objectively evaluate your work performance based on Quality of Work, Productivity, Dependability, and Working Relationships. If you are in a Supervisory position, you will also be rated on Leadership and Managerial, Coaching Effectiveness, and Equal Employment Opportunity (EEO) Commitment.

Supervisors should ensure that you are aware of what their performance standards are, how performance evaluations are performed, and what possible awards may be available for outstanding performance.

**UPCOMING WARFIGHTER & FAMILY READINESS (WFR) TRAINING CLASSES**

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.

Please see the below scheduled training classes for the month(s) of September/October:

**September:**

- September 12 – Cash Handling Refresher
- September 17 – Cash Handling Refresher
- September 19 – Cash Handling Refresher
- September 25 – Cash Handling Refresher
- September 26 – CPR/AED/First Aid

**October:**

- October 02 – WFR Customer Service
- October 10 – CPR/AED/First Aid
- October 24 – CPR/AED/First Aid
- October 21-25 – Grow Your Business (*Virtual*)

Contact our Regional Training Office via email at [JRMJ9Training@us.navy.mil](mailto:JRMJ9Training@us.navy.mil) or via telephone at (671) 349-1220 for any questions and /or assistance.

## 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

**Beatriz Montances**  
HR Admin  
(671) 349-1154

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

**Tanya White**  
HR Assistant  
HR Admin

**Ryan Motoyama**  
Training Specialist  
(671) 349-1220



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

## CNIC NAF EMPLOYEE BENEFITS

There is a vast array of valuable benefits to protect your health, family and your way of life. Eligible employees may be entitled to medical & dental, life insurance, disability, retirement programs, etc. depending on your employment category.

New hires and employees who change from a flexible to regular category position have 31 days from their date of hire or change of employment category to enroll in benefits. Current benefit eligible employees may make changes to their coverage or cancel coverage only during open enrollment (OE) and/or during any qualifying life events such as the following:

- Marriage or divorce
- Birth or adoption of a child
- Child reaching the maximum age limit
- Death of a spouse or a child
- Loss of coverage under spouse's plan

For any inquiries regarding your benefits, please contact our office and be on the lookout for OE information... Coming 1st week of November.

## COMMON ACCESS CARD (CAC)

As a NAF Civilian Employee, you are issued a Common Access Card (CAC). NAF employees, regardless of dependent/reservist status are required to obtain their Department of Defense (DoD) Common Access Card (CAC). This card is specific to identification, authentication, and base access. It is also used to allow any required computer access to perform the essential functions of your job. Regulations require that you present your CAC every time upon entry of any military installation and it must be in your possession at all times.

If your CAC must be renewed due to expiration, name changes, etc., you will need to schedule an appointment with both our office and the Visitor Control Center (VCC) ID lab. Appointments must be scheduled within 30 days of the expiration date notated on your CAC. Our office will provide you the required documentation (DD-1172-2 Form) to renew your CAC.

If your CAC is lost or stolen, you must report it immediately to your supervisor, installation base security, and our office. If you never received/obtained your CAC, contact our office immediately.

## 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](mailto:JRMJ9Training@us.navy.mil) with subject heading "SUBSCRIBE".