

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

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

Closed:
Federal Holidays



CNIC NAF OPEN ENROLLMENT (OE) 2025 - CLOSED

CNIC NAF Employee OPEN ENROLLMENT (OE) 2025 officially closed on November 30, 2024. New enrollment coverage and/or changes to benefits made by employees during this time will take effect January 01, 2025.

Friendly reminder that enrollment and/or changes to the CNIC NAF Retirement and CNIC NAF 401(k) plans can be done at anytime for eligible employees. For information on all CNIC NAF benefits you may contact our office or visit https://www.navymwr.org/resources/hr/human_resources or www.nafhealthplans.com or <https://www.virtualfairhub.com/cnic/>.

HOLIDAY PAY

Regular Full-Time (RFT) pay band employees are entitled to observe the holiday with pay. As a RFT employee, if your scheduled work day falls on a holiday, you may be excused from work for the holiday and you will be paid holiday pay. If you work on the holiday, you are paid both holiday pay and holiday premium pay. Additionally, as a RFT employee, if the holiday falls outside of your regularly scheduled work day, you are entitled to observe an “in-lieu-of” holiday.

Regular Part-Time (RPT) and “regularly scheduled” Flexible pay band employees are entitled to holiday pay, if your scheduled work day falls on a holiday. You may be excused from work for the holiday and paid holiday pay. If you work on the holiday, you are paid both holiday pay and holiday premium pay.

*****PLEASE NOTE:** RPT and “regularly scheduled” Flexible employees are not entitled to holiday pay if the holiday does not fall on one of your regularly scheduled workdays. In this event, you are also not entitled to observe an “in-lieu-of” holiday. *******

When a legal holiday falls on the non-workday of an employee who is authorized holiday pay, the employee will receive an in-lieu of holiday. The in-lieu of day to be treated as the holiday will be the day of the basic workweek that immediately precedes or immediately follows the observance of the legal holiday, as determined by the head of the employing NAF activity.

HOLIDAY GIFTS / OFFICE PARTIES

The holiday season is in full swing and along with it comes the prominent tradition of gift giving which carries the potential for ethical violations. Ethical violations can lead to serious disciplinary actions and even removal. It’s better to tell someone that you cannot accept the gift they purchased for you than to compromise your career.

NAF HRO Team

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We are on the Web!

Department of the Navy is
an Equal Opportunity
Employer.

We would like to remind you of best practices for holiday ethics. Supervisor and subordinate gift giving should be limited to “non-cash” items with a value of \$10 or less. Gift exchanges must be voluntary and “Secret Santa” is prohibited to avoid any issues with favoritism or a subordinate giving gifts to an employee receiving more income. Contributions must be voluntary and supervisors are not to solicit federal employees or contract employees to contribute.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Discussing your IDP with your supervisor is an important part of your growth as a CNIC NAF employee. An IDP addresses ways you can accomplish your responsibilities effectively and efficiently. Building your IDP with your supervisor will help you understand what your personal goals are to support the mission and the different training opportunities afforded to you as a CNIC Navy NAF Employee.

Your annual performance evaluation review is coming up and it is a great time, aside from your New Employee Indoctrination to let your manager know if you may need practical training, refresher courses, or are interested in taking a directly related class for professional development.

Remember, this is your “INDIVIDUAL” development plan. Take the time to share your goals with your supervisor and learn how you can benefit from training opportunities.

ANNUAL PERFORMANCE EVALUATION REVIEW

Annual evaluation review between you and your supervisor is scheduled to take place this month. This one-on-one discussion will allow your supervisor to address your strengths in the workplace as well as areas that may need improvement. This is also a good time to discuss your Individual Development Plan (IDP) and ways you intend to reach goals and expectations in order to meet mission requirements.

This annual performance review is for the period from 10/01/2023 through 09/30/2024 and you must have been on board for at least 90 days to be eligible for this cycle’s review (hired on or before July 03, 2024).

GRIEVANCES FOR ANNUAL PERFORMANCE EVALUATIONS

As a reminder to employees, you may grieve the overall performance evaluation, or the rating of an individual element of your annual evaluation by using the administrative grievance process. When grieving performance, the employee shall provide written justification as to why the rating should be different. The burden of proof rests with the employee for ratings of satisfactory or above. Grievances must be filed within seven (7) days of receipt of the rating. This time may be extended, if warranted.

Please contact our office for more information.