

**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 an appointment.

CNIC employees must utilize the ServiceNow platform to request for all HR services and/or support.

**Regional NAF HRO**  
Physical Address:  
Joint Region Marianas  
Bldg. 203 Halsey Dr.  
Nimitz Hill, Piti, Guam 96915

Website:  
[www.militarymwrguam.com](http://www.militarymwrguam.com)

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

ServiceNow:  
<https://cnicffr.servicenowservices.com/ffrhub>

Regional Training Email:  
[jrmj9training@us.navy.mil](mailto: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

**HOLIDAY(S)**  
NEW YEAR'S DAY  
THU, 01 JAN  
(OBSERVED)

MARTIN LUTHER  
KING JR DAY  
MON, 19 JAN  
(OBSERVED)

# HRO NOTES

## PREPARE FOR THE 2025 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 2025 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](mailto:MyADPHelpdesk@us.navy.mil) for assistance.

## 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.

## 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 Thursday, January 01, 2026.

For the employees who have made a change to their benefits for the 2026 plan year, you will be receiving an updated Benefits Confirmation. This report will provide benefits information such as the type of benefits you are enrolled in (i.e. medical, dental, life, etc.), your coverage type, and your beneficiaries.

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.

## NAF HRO Team

**Anne Untalan-Ishikawa**  
HR Director

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

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

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

**Emily Rose Straubhaar**  
HR Assistant  
HR Admin / NBG Staffing  
& Recruitment  
(671) 349-1154

**Tanya White**  
HR Assistant  
Benefits Admin / All CYP  
Staffing & Recruitment  
(671) 349-2210

**Kieth Ashley Gutierrez**  
Training Specialist  
(671) 349-4154



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

## 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.

Employees may request to update their employee records using the ServiceNow platform or may contact the NAF HR office to schedule an appointment.

**Please Note:** Name change requests may require supporting documentations (e.g., marriage certificate or divorce decree, and two forms of Identifications (IDs) that must include a drivers license or Real ID AND an Social Security Number (SSN) card that reflects your new name.)

## VERIFICATION OF EMPLOYMENT (VOE)

Employees may request for a Verification of Employment (VOE) using the ServiceNow platform. Our office will acknowledge receipt of your request and provide the completed copy of your VOE as an attachment in ServiceNow. Employees may also request to schedule an appointment with our office to retrieve a hardcopy version of their VOE.

**Please Note:** VOE request(s) may take 24-48 hours for processing.

## PERSONNEL ACTION REPORT (PAR)

Managers/supervisors must maintain an Employee Work Folder on file for all active employees. All Personnel Action Reports (PAR) are sent to the employee's managers/supervisors so that the employees PARs may be appropriately 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.

## EMPLOYEE ASSISTANCE PROGRAM (EAP) MAGELLAN

CNIC 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).

