

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.

Regional NAF HRO

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

Website:
www.militarymwrguam.com

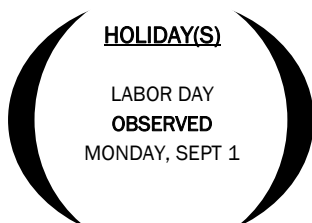
Office Email:
jrmj9nafhro@us.navy.mil

Regional Training Email:
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



HRO NOTES

NAF EMPLOYEE PERFORMANCE EVALUATION

The annual performance close-out date for NAF employees is 30 September 2025. If you are a NAF employee who was hired as of 3 July 2025, you will receive an evaluation for this evaluation cycle. The CNIC Nonappropriated Fund Employee Performance Rating Form (CNIC 5300/Jan 2025) 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, Management, Coaching Effectiveness, Equal Employment Opportunity (EEO) Commitment, and Management Internal Controls.

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.

SOCIAL MEDIA & YOU

Although there is no overall restriction on the use of social media in the workplace, social media posts will be treated as verbal statements. You should refrain from disparaging your co-workers, supervisors, or agency even if you are off-duty. Should there be a connection between your conduct or behavior, management can take action against you. As an employee, you are required to accept responsibility for your decisions and the resulting consequences. This includes avoiding even the appearance of impropriety because appearances affect the confidence of our customers that we so proudly serve.

You must be aware that while making personal “posts” using social media such as Instagram, TikTok, YouTube, Facebook, etc. and social messaging such as WhatsApp, Messenger, Twitter, Signal, Line, etc., you must not present your statements as official positions of CNIC or any other government agencies. It is also your responsibility to comply with the Policy on Personal Use of Government Office Equipment and other applicable policies and procedures. Additionally, employees must be aware that misconduct committed on a social media or social messaging platform may result in appropriate disciplinary action.

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

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

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

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

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

Tanya White
HR Assistant
WFS & NBG
Staffing & Recruitment
(671) 349-2210

Ryan “Motz” Motoyama
Training Specialist
(671) 349-1220



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

TUITION ASSISTANCE (TA) PROGRAM

CNIC offers a Tuition Assistance (TA) Program for all regular category NAF employees. The TA Program provides educational assistance for tuition, textbooks, laboratory and other instructional fees. This program applies only to courses that have a direct relationship to the employee's current position or are mission related courses that employees desire to attend for self-development at accredited institutions of their choice on a voluntary basis. Courses should normally be taken during the employee's off-duty hours.

Employees choosing to utilize the Tuition Assistance program will be required to sign a service agreement to work for the NAF activity for at least three times the length of the training/courses. Payment will be processed upon proof of successful completion of the course. Reimbursement may not be made for non-mission related courses. Should an employee fail to complete the course successfully or fail to fulfill the continued service agreement, the employee will be required to reimburse the NAF activity for any applicable costs. For more information regarding TA eligibility or to request to utilize the TA program, please contact our office.

NAF BULLETIN BOARDS

Each NAF facility is required to have at least one official bulletin board to post required information for employees. Bulletin boards should contain information regarding federal/local regulations and employment resources affecting NAF employees. Bulletin boards are reviewed regularly by managers and supervisors to ensure current and future news, policies, and job vacancy announcements are readily available for review by employees at all times. Information on Principal 401K webinars may also be posted on bulletin boards. Employees should frequently view and refer to their bulletin board resources for the latest information and updates.

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).

