

# 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.
- Questions about resetting your MyADP or Tax Documents? Please contact the MyADP Help Desk at [MyADPHelpdesk@us.navy.mil](mailto:MyADPHelpdesk@us.navy.mil)

**Regional NAF HRO**

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

**Website:**

[www.militarymwr.guam.com](http://www.militarymwr.guam.com)

**Office Email:**

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

**To Submit Resumes/  
Applications for Jobs:**

[jrmj9nafjobs@us.navy.mil](mailto:jrmj9nafjobs@us.navy.mil)

**Telephone:**

(671) 349-1154 / 2154 /  
3154 / 4154 / 5154 /  
2210

**Open:**

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

**Closed:**

Federal Holidays

**CNIC NAF PAYROLL SYSTEM UPDATE**

CNIC NAF is now utilizing a new payroll system that incorporates a self-servicing component called MyADP. The new system includes self-service features which allows employees the ability to maintain their own direct deposit information and adjust their own tax withholdings. Moving forward, employees are solely responsible for updating their own banking and tax information. HRO and Payroll will no longer have access to input this data.

If you get locked out of MyADP, please email MyADP Helpdesk at [MyADPHelpdesk@us.navy.mil](mailto:MyADPHelpdesk@us.navy.mil) regarding your account. They will validate your account and assist you with getting unlocked.

**TRAINING**

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. Annually, DoD and CNIC have established training requirements that we must adhere to or employees will risk losing privileges. Annual training can easily be maintained using your Learning Management System (LMS) account at [https://auth-hcm03.ns2cloud.com/secureauth57/Banner/dod\\_banner2.aspx](https://auth-hcm03.ns2cloud.com/secureauth57/Banner/dod_banner2.aspx); or Total Workforce Management System (TWMS) account at <https://MYTWMS.DC3N.NAVY.MIL>.

It is a great practice to always print/save all of your training certificates to provide proof of your completed training. Certificates for annual training are good for one year. If you are interested in self-development training or require additional information regarding your annual training requirements, please contact your supervisor for more information on how to get started.

**LEARNING MANAGEMENT SYSTEM (LMS)**

Are you interested in gaining additional skills and experiences to help with your personal and professional development? 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 your 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).

## NAF HRO Team

**Anne Untalan-Ishikawa**  
HR Director

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

**Alyssa Aguon**  
HR Assistant  
HR Admin / Security  
Admin  
(671) 349-5154

**Jordan Anderson**  
HR Assistant  
HR Admin / Staffing &  
Recruitment  
(671) 349-1154

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

**Regina Umadhay-  
McDonald**  
HR Assistant  
Benefits / Staffing &  
Recruitment  
(671) 349-2210



We are on the Web!  
Department of the  
Navy is an Equal Op-



**HOLIDAY(S)**

**MEMORIAL DAY**  
Monday, May 29

## TUITION ASSISTANCE PROGRAM

CNIC offers a Tuition Assistance (TA) Program for all regular category NAF employees. The TA Program pays tuition, textbooks, and other related expenses for approved courses, to attend mission-related courses, and courses linked with other positions within the federal government. CNIC will pre-pay tuition at the time of enrollment, if necessary; however, employees should defer tuition payments until completion of the semester, if possible. Limits may be placed on the dollar amount that will be reimbursed for tuition, textbooks, and other expenses. 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. 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 applicant costs.

For more information regarding TA eligibility or to request to utilize the TA program, please contact the NAF HRO.

## 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/future news, policies, and vacancies are readily available for review by employees at all times. Employees should frequent their bulletin board resources regularly for updates.

## EMPLOYEE RESPONSIBILITY

The successful and efficient operation of our organization's various facilities and services has a direct impact on the morale of the military personnel and indirectly on the welfare of your country. The level of professionalism demonstrated by our employees is recognized by our patrons and all levels of our organization. The key to our success relies on the personal commitment of every team member to always provide and deliver outstanding programs and services.

As an employee, it is expected and important to display a positive attitude, communicate in an open and positive manner, and uphold yourself with the highest level of integrity at all times. Your goal is to learn and perform your job efficiently, maintain productivity, and ensure customer satisfaction is fulfilled. To support you as an employee, you will receive training, guidance, and useful tools to help you achieve and maintain the high standard of excellence that is expected in our organization.

One of the most important attributes for success in the work environment is to be a team player, value your work, and have the confidence to perform your job with ease.