

**Announcement(s):**

- Questions or Assistance with Training, email [JRMJ9Training@us.navy.mil](mailto:JRMJ9Training@us.navy.mil)
- 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.militarymwrguam.com](http://www.militarymwrguam.com)

**Office Email:**

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

To view our vacancy announcements, please visit:

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

[www.navymwr.org/usajobs/](http://www.navymwr.org/usajobs/)

**Telephone:**

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

**Open:**

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

**Closed:**

Federal Holidays

# HRO NOTES

## CNIC QUALITY OF LIFE (QOL) LEADERSHIP IN TRAINING (LIT) PROGRAM

The QOL LIT program offers a unique opportunity to lay a strong foundation of knowledge in QOL areas. Participants will have the opportunity to broaden their perspectives and expand their skill sets through engagement with Senior CNIC, region, and installation leadership. They will gain invaluable exposure to different leadership styles and insights into the diverse roles and responsibilities of QOL Programs directly from subject matter experts. If you are interested in learning more about this program, register for one of the upcoming virtual information sessions on September 7, 2023 and September 19, 2023.

To register for any of these sessions visit the CNIC University LMS at <https://auth-hcm03.ns2clouds.com/secureauth57>, training title: LIT Program Information Session.

## 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.

## COMMON ACCESS CARD (CAC)

As an employee, you are issued a DD Form 1172 during New Employee Orientation to obtain a Common Access Card (CAC) from a local ID/DEERS office. Your CAC allows you entry into military installations(s) and provides any required computer access to perform the essential functions of your job. Regulations require that your CAC must be in your possession at all times. If you lose your CAC, you must report it immediately to your supervisor, base security, and our office. If you never received/obtained your CAC, contact our office immediately.

## **NAF HRO Team**

**Anne Untalan-Ishikawa**  
HR Director

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

**Alyssa Aguon**  
HR Assistant  
Security Admin / CYP  
Staffing & Recruitment  
(671) 349-5154

**Jordan Anderson**  
HR Assistant  
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Recruitment  
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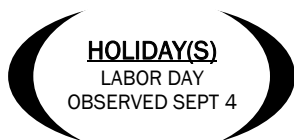
**Marjury De Venecia**  
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HR Admin / MWR Staffing  
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**Regina Umadhay-McDonald**  
HR Assistant  
HR Admin / JRM Staffing  
& Recruitment  
(671) 349-2210



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



## **NAF EMPLOYEE PERFORMANCE EVALUATION**

The annual performance close-out date for NAF employees is 30 September 2023. If you are a NAF employee who was hired as of 3 July 2023, you will receive an evaluation for this evaluation cycle. The CNIC Non-appropriated 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, Equal Employment Opportunity (EEO) Commitment.

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

## **EMPLOYEE BENEFITS AND PERKS**

As a Department of Defense (DoD) NAF civilian employee, these are some benefits and perks made available for you.

- You can shop at the Navy Exchange (NEX). Present your valid CAC (or personnel action report (PAR/SF50 equivalent) at the point of sale or at the door, where applicable. Note: DoD civilians cannot purchase alcohol, tobacco or cigarettes. Visit [www.mynavyexchange.com](http://www.mynavyexchange.com) for more information.
- You can utilize military child care and youth services (must have availability in the program), bowling centers and fitness facilities (at a major discounted rate), base eateries and clubs, catering facilities, outdoor recreational equipment rentals (where available), and excellent golf courses worldwide.
- Commercial hotels, motels, etc., usually offer a government rate. You will need to show your CAC as proof of your government employment.
- Many restaurants offer a small discount for military/government employees. You can present your CAC as identification to inquire if they provide military discounts.
- You can sign up as a member of the Armed Forces Vacation Club for discounted vacation rentals/packages at [www.afvclub.com](http://www.afvclub.com).

## **WE ARE HIRING**

Visit our websites at the links below to stay current on our NAF vacancies within our Region and CNIC worldwide!

JRM NAF Jobs Website: [www.militarymwr Guam.com/jobs](http://www.militarymwr Guam.com/jobs)

CNIC NAF Worldwide Jobs Website: [www.navymwr.org/usajobs/](http://www.navymwr.org/usajobs/)