

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.

Regional NAF HRO

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

Website:
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Office Email:
jrmj9nafhro@us.navy.mil

Regional Training Email:
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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)

THURSDAY, JUNE 19
JUNETEENTH
(OBSERVED)

MILITARY LEAVE

Regular category employees whose appointments are not limited to 1 year or less are entitled to time off with pay for certain types of active and inactive duty service in the National Guard or as a Reserve of the Military Services. Eligible regular full-time employees are now entitled to accrue up to 20 work-days of military leave per fiscal year. This amount is pro-rated for regular part-time employees based on the number of hours in the employee's biweekly work schedule. An employee may utilize military leave only for hours that the employee would otherwise have worked and received pay.

If you have been presented with military orders and are eligible to invoke military leave, please provide a copy of your official orders and leave request form to your manager or supervisor at the soonest.

Military leave requires supervisor approval and coordination with our office prior to usage.

***** Please note:** As of December 23, 2024, eligible employees who already accrued 15 days of military leave at the beginning of Fiscal Year (FY) 2025 (i.e., Oct 01, 2024) became entitled to special accrual of an additional 5 days of military leave as of December 23, 2024. The additional 5 days are available for use during FY 2025.

ANNUAL LEAVE

Everyone needs a period of rest and relaxation. CNIC provides annual leave to regular category employees for this purpose. Eligible employees earn annual leave based on the years of creditable service and number of hours worked in a pay period at the following accrual rate:

- 5% of total hours physically worked (0-3 years of regular service)
- 7.5% of total hours physically worked (3-15 years of regular service)
- 10% of total hours physically worked (over 15 years of regular service)

Eligible employees will start to earn annual leave immediately upon appointment or change to a regular category position. However, must wait 90 days before annual leave can be utilized. You may accumulate up to 240 hours (360 hours for those on a transportation agreement) of leave per year. Excess of 240 (or 360) hours must be used prior to the leave year ending. Requests for annual leave must be approved in advance and can be denied if it hinders operations and/or mission. Upon separation, an employee's annual leave balance, is paid out at the time of separation if the 90-day waiting period requirement has been met.

NAF HRO Team

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Staffing & Recruitment
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Training Specialist
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We are on the Web!
Department of the Navy is
an Equal Opportunity
Employer.

PAY ENTITLEMENTS

It is important to understand your pay plan to ensure that you are being paid correctly. Factors such as Sunday Premium, Overtime, Shift Differential, Holiday Premium, and work schedules determine how you are compensated. Also, the Fair Labor Standards Act (FLSA) establishes whether you are a non-exempt or exempt status employee.

- You are in a non-exempt status if you are in a NF-01, NF-02, non-supervisory NF-03, CY-01, CY-02, NA, NL, or NS-07 and below graded position.
- You are in an exempt status if you are in a supervisory NF-03 and above, NF-04 and above, or NS-07 and above graded position.

See entitlements below. We highly encourage you to visit our website at <https://www.militarymwrguam.com/programs/c53b6e64-d22c-49dd-8a14-ed75380bed7b> for our NAF Employee Personnel Desk Guide and other useful guides, forms, and links.

PAY PLAN, FLSA TYPE, CATEGORY	ENTITLEMENTS					
	*Holiday Pay (Paid Time Off for Regularly Scheduled Hours Worked)	Holiday Premium (Double Time)	Shift Differential **1500-2400 7.5% **2300-0800 10% ***1800-0600 10%	Sunday Premium (25%)	Overtime (1.5%)	**** Comp Time
NF/CY, Non-Exempt/ Exempt, RFT	X	X	X	X	X	X
NF/CY, Non-Exempt/ Exempt, RPT/	X	X	X		X	X
NA/NL/NS, Non-Exempt/ Exempt, RFT/	X	X	X	X	X	X

* RPT and FLEX employees are paid holiday pay only if the observed holiday falls on a day they are regularly scheduled to work.
 ** Applies to NA/NL/NS
 *** Applies to NF/CY
 **** Comp Time not authorized for Non-Exempt NF/CY unless for religious purposes. Comp Time not authorized for NA/NL/NS unless requested by employee.