

MAY 2025

REGIONAL NONAPPROPRIATED FUND (NAF) HUMAN RESOURCES OFFICE

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

HOLIDAY(S)

MAY 26

**MEMORIAL DAY
(OBSERVED)**

HRO NOTES

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.

PLEASE NOTE: Changes to your name, marital status, and/or citizenship status will require a visit to our office and official documentation to support these changes (e.g., marriage certificate, court documentation, certificate of naturalization, etc.). We recommend that you also use the visit to our office to review and update your beneficiaries on file.

Contact our office to make changes/updates to your Official Personnel Record today!

CONDUCTING OFFICIAL BUSINESS

WE are here to support YOU! So please let us know what we can do for you to accomplish your responsibilities and be a successful member of our team!

When visiting our office or any of the service support offices, you should not be charged leave for a reasonable amount of time when conducting official business. You must however, always obtain prior approval from your supervisor before visiting any of the service support offices during your official work time. We are here to assist in any way we can!

FRIENDLY REMINDER that we are at the following installation locations to better support you:

Andersen Air Force Base
Consolidated Support Center, Bldg 22026
Every Tuesday, 0800-1600

Naval Base Guam
Tickets & Travel Office, Bldg 75
Every Wednesday, 0800-1600

ADMINISTRATIVE LEAVE FOR MILITARY SPOUSES

Are you anticipating a move to a new location due to your military sponsor's permanent change of station (PCS)? You may be eligible for up to 5 days of administrative leave in conjunction with the PCS move. Administrative leave for this purpose may be used in conjunction with other approved paid leave types, such as annual leave, time off awards, or compensatory time. Leave without pay may also be requested.

As with any type of leave request, it should be requested by you and approved by your supervisor as far in advance as possible using the NAF Request for Leave Form (CNIC 12630/1) along with a copy of your sponsor's PCS orders with your name indicated.

Contact our office for more information.

***** Most topics addressed in this newsletter pertain to NAF EMPLOYEES *****

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

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

Jordan Anderson
HR Assistant
Security Admin
(671) 349-5154

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

Beatriz Montances
HR Assistant
Benefits / AAFB Staffing
& Recruitment
(671) 349-1154

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

Tanya White
HR Assistant
Region & 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.

LEAVE WITHOUT PAY (LWOP) IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION (PCS)

Regular category employees are eligible for LWOP in conjunction with a military/federal civilian sponsor's PCS. This type of leave is provided to assist employees in the transition process and to avoid a break in federal service.

LWOP may be requested in increments of 90 days and up to 1 year, at employee's request. Requesting LWOP is the employee's responsibility and MUST be approved by the supervisor. As with any type of leave request, it should be requested by you and approved by your supervisor as far in advance as possible using the NAF Request for Leave Form (CNIC 12630/1) along with a copy of your sponsor's PCS orders with your name indicated.

Please note that employees who are granted LWOP according to these procedures, do not receive special employment consideration as a result of their LWOP status.

Contact our office for more information.

REST PERIODS/MEAL BREAKS

Short compensable rest periods (paid) no longer than 15 minutes may be granted to employees at the supervisor's discretion. Rest periods are considered as hours of work in a paid status. However, rest periods will not be a continuation of the lunch period and may not be scheduled in conjunction with a meal period. If rest periods are permitted within your facility, your supervisor will have a written policy established and available to all employees.

Regular meal periods (unpaid) of at least 30 minutes and no more than 1 hour are required for NAF employees. Employees should not work during their meal period or more than 6 consecutive hours without an allowance of a meal break. An exception to the meal period requirements is for positions at isolated work sites where it is not practical to provide a replacement for the employee during the meal period. If you are unsure of the current rest period or meal break policy, please contact your supervisor as soon as possible for guidance.

FLEET AND FAMILY READINESS (FFR) TRAINING HUB

The new FFR Training (N941T) Hub, launched as part of FFR offers a centralized platform to build and enhance skills that directly support our Warfighters and their families. Designed to help staff deepen their understanding of N9 programs and initiatives, the hub also serves as a valuable tool for career development and advancement within the organization.

To learn more, visit <https://www.navymwr.org/careers/training>.