

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

Regional NAF HRO

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

Website:

www.militarymwr.guam.com

Office Email:

jrmj9nafhro@us.navy.mil

To view our vacancy announcements, please visit:

www.militarymwr.guam.com/jobs

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

UPDATING EMPLOYEE RECORDS

We highly encourage you to take the time to update your records to ensure that your personal information and beneficiaries are current. If you have made changes to your phone number(s), email, or mailing/physical address, it may be time for you to complete a new Employee Information form so that our office has your most updated information on file.

****To request for a name change, please notify HRO and ensure to submit a copy of your marriage certificate/divorce decree or other documentation(s) supporting the name change, an ID with your new name, along with a completed new Employee Information form.****

In order to protect your personal information, we ask that you schedule an appointment with our office to process any name change requests.

DIRECT DEPOSIT & W-4 CHANGES

Friendly reminder that any changes to your direct deposit & W-4 for tax purposes, can only be made in MyADP. It is important to wait one full pay period before closing your old account. If you close your old account before the changes are processed, your pay will not be deposited and Accounting will issue a live check.

If you get locked out of MyADP, please email MyADP Helpdesk at MyADPHelpdesk@us.navy.mil regarding your account. They will validate your account and assist you with any inquiries/concerns you may have.

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 installation(s) as well as any required computer access to perform the essential functions of your job. Regulations require that you must present your CAC every time you enter military installation and it must be in your possession at all times.

If you need to renew your CAC due to expiration, name changes, etc., you will need to request a DD Form 1172 from our office. Please refer to the above "Updating Employee Records" for name change. When you receive your DD Form 1172, you will need to schedule an appointment at the Visitor Control Center (VCC) ID lab or DEERS office.

Should 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
Benefits / WFS Staffing &
Recruitment
(671) 349-1154

Marjury De Venecia
HR Assistant
HR Admin
(671) 349-4154

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

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.

HOLIDAY(S)

NO HOLIDAYS

BENEFITS

Changes to your benefits can only occur during Open Enrollment or if you experience a Qualifying Life Event (QLE). Examples of the most common Qualifying Life Events are as follows:

- Marriage or divorce
- Birth or adoption of a child
- Child reaching the maximum age limit
- Death of a spouse or child
- You lose coverage under your spouse's plan

You have 31 days from the date of the Qualifying Life Event to make changes to your benefits. If you have any questions about eligibility, please do not hesitate to contact our office.

NAF 401(k) RETIREMENT PLAN

CNIC offers eligible NAF employees the opportunity to enroll in the 401(k) retirement plan through Principal. CNIC even matches up to 3% in contributions! You may enroll/change percentages at any time.

Start today by visiting the Principal website at <https://www.principal.com/> welcome or call them directly at 1-800-547-7754 to enroll. From there, you can take a closer look at some of the features available to you, including:

- Customized dashboard for your retirement account
- Retirement Wellness Score - personalized score to see how you're tracking towards your retirement goals
- Principal Milestones - a financial wellness resource that provides self-service, personalized, online education
- Principal mobile app - conveniently on your electronic device, it puts you in control with retirement wellness checks provides in-the-moment education and self-service transaction capabilities
- Principal Flash Briefing - voice assistant delivering tips, fun facts, and reminders weekly.

UPCOMING HOLIDAYS OF THE YEAR

- Labor Day — Monday, September 4
- Columbus Day — Monday, October 9
- Veteran's Day — Friday, November 10
- Thanksgiving Day — Thursday, November 23
- Christmas Day — Monday, December 25

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

Regional NAF HR Jobs Website: www.militarymwr Guam.com/jobs
CNIC NAF Worldwide Jobs Website: www.navymwr.org/usajobs/