

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 an appointment.

CNIC employees must utilize the ServiceNow platform to request for all HR services and/or support.

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

ServiceNow:
<https://cnicfr.servicenowservices.com/ffrhub>

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



HRO NOTES

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 must be reviewed regularly by managers and supervisors to ensure current and future news, policies, and job vacancy announcements are readily available for review by employees at all times. Managers and supervisors should post all information on bulletin boards that are beneficial to employees. Employees should frequently view and refer to their bulletin board resources for the latest information and updates.

COUNTERINTELLIGENCE (CI) AWARENESS AND REPORTING

All NAF Employees are required to complete the annual Counterintelligence Awareness and Reporting Training. Counterintelligence is the information gathered and activities conducted annually to identify, deceive, exploit, disrupt, or protect against espionage, other intelligence activities, sabotage conducted by or on behalf of foreign powers, organizations or persons or their agents, international terrorist organizations or activities.

As humans, we are walking resources. Human Intelligence (HUMINT) is an activity that consists of interrogations or simple conversations which can result in unauthorized information access. If you partake in social media, be mindful of all personal data and pictures you like, post, share, and/or repost to the public.

Per DODD 5240.06, failure to receive training does not relieve individuals from their responsibility to report indicators of potential foreign intelligence threats. As a DoD NAF Civilian Employee, we all play a role in protecting the Department of War (DOW) and its assets.

DISRUPTION OF NORMAL OPERATIONS

Per our CNIC Instructions, when normal operations of our NAF facilities, or any specific element of our NAF activities, are interrupted by events beyond the control of management (e.g. inclement weather, fire, flood), the head of the NAF activity at the impacted location, may grant all employees scheduled to work, administrative leave for up to three consecutive workdays. Management has the discretion to identify specific employees who will be granted administrative leave, and those who will be required to come to work. For emergency situations requiring suspension of operations where administrative leave is granted, a minimum of 24-hour notice will be given to all employees before the administrative leave is terminated.

Friendly reminder, if operations are reduced or suspended as a result of damage to the facility and/or unsafe conditions, and employees are unable to resume their normal schedules, managers/supervisors may place affected employees in other programs/facilities.

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

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

Jordan Anderson
HR Assistant
Security Admin / Region /
WFS Staffing &
Recruitment
(671) 349-5154

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

Emily Rose Straubhaar
HR Assistant
HR Admin / NBG Staffing
& Recruitment
(671) 349-4154

Tanya White
HR Assistant
Benefits Admin / All CYP
Staffing & Recruitment
(671) 349-2210

Kieth Ashley Gutierrez
Training Specialist
(671) 349-5355



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

The goal is to ensure everyone may be gainfully employed, beginning with Regular category employees and then Flex category employees.

SAFETY IN THE WORKPLACE

Safety in the workplace begins with YOU! Ensuring timely response to incidents, learning from them, and working to minimize the possibility of new incidents are what world-class companies do. As an employee, you have a responsibility to comply with all established safety and health regulations for your facility and our organization. You should always use personal protective equipment (PPE) when required and report all on-the-job-injuries to your supervisor immediately.

WORKER'S COMPENSATION

As a CNIC NAF employee, you are covered by the Longshore and Harbor Worker's Compensation Act as extended by the Nonappropriated Funds Instrumentalities Act for worker's compensation coverage for on-the-job injuries. If you are injured on the job, even if it is a minor injury, it is important that you notify your supervisor immediately. Your supervisor will then provide you with the proper documentation to be seen by a physician if necessary.

If it is a medical emergency, it is highly advised to seek medical attention with the proper documentation from your supervisor. Once you have your documentation, you have the right to see your own personal doctor or any other health care provider available to you.

Please note that use of any military medical facilities by NAF employees is limited to emergency treatment only. If emergency aid is required, an ambulance may be contacted for transport. All medical reports and requests for payment should be submitted to our office for processing.

Worker's Compensation Claims Procedures:

- Notify supervisor and NAF HR Office immediately. Failure to make this notification promptly and before seeking medical treatment may impact the employee's workers' compensation claim.
- If medical treatment is necessary, admin leave may be granted for the initial first aid treatment on the date of the injury. The supervisor will complete part A of the DOL LS-1 and provide to the employee so that the employee may seek medical treatment.
- Supervisors must complete DOL LS-202, Employer's First Report of Injury or Occupational Illness and DOL LS-210, Employer's Supplementary Report of Accident or Occupational Illness. The LS-210 form must be completed to report any lost time in excess of three days.
- Employee must complete and submit LS-201, Notice of Employee's Injury or Death.
- If an employee is disabled or has work restrictions, the employee must keep in contact with their direct supervisor regarding recovery and work status.
- If the employee is going to be off work, the employee must submit recurring medical statements and an LS-204 regularly to the HR office.

***Contact our office for any questions/inquires for on the job, work related injuries.