

# 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.

Questions about resetting your iPAY or Tax Documents? Please contact our NAF Payroll Office by email at [jrmj9nafpayroll@us.navy.mil](mailto:jrmj9nafpayroll@us.navy.mil)

**Regional NAF HRO**

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

**Website:**

[www.militarymwr Guam.com](http://www.militarymwr Guam.com)

**Office Email:**

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

**To Submit Resumes/  
Applications for Jobs:**

[jrmj9nafjobs@us.navy.mil](mailto:jrmj9nafjobs@us.navy.mil)

**Telephone:**

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

**Open:**

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

**Closed:**

Federal Holidays

**CONDUCTING OFFICIAL BUSINESS**

WE are here to support YOU! Please let us know what we can do for you to help you 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. However, you must ALWAYS obtain prior approval from your supervisor before paying us a visit during your official work time.

**PERFORMANCE AND FEEDBACK**

Your performance is key to our success! It is your SUPERVISOR's responsibility to ensure that you understand the standards, performance, expectations, rules and conducts you are expected to follow to succeed in your position. It is YOUR responsibility to report to work on time, ready and willing to give a full day's work for a full day's pay.

March is the mid-point of the annual NAF performance evaluation cycle (Oct 1 to Sep 30). During your mid-year review discussion, this is the time your supervisor will discuss, review and reiterate your job standards and performance, conduct expectations and rules, regulations, and policies upon initial hire, change in position, and/or change in supervision. Your supervisor should let you know how you are performing, whether you meet, fail to meet, or exceed the standards for satisfactory performance and provide you an opportunity to improve if you are not meeting the standards and expectations in your position.

All employees should have an Individual Development Plan (IDP) and should be discussed during mid-year review. IDPs are used to outline expectations and offer training suggestions that can help you improve and progress in your job. You can also share your interests in training that you feel will help you gain or acquire skills needed to accomplish your goals and help with mission success.

Contact your supervisor about your mid-year review discussion!

**WORKER'S COMPENSATION**

As a CNIC NAF employee, you are covered by the Longshore and Harbor Worker's Compensation Act as extended by the Non-appropriated 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

## **NAF HRO Team**

**Anne Untalan-Ishikawa**  
HR Director

**Alyssa Aguon**  
HR Assistant  
HR Admin  
(671) 349-1154

**Jordan Anderson**  
HR Assistant  
HR Admin / Staffing &  
Recruitment  
(671) 349-4154

**Angela Borchardt**  
HR Assistant  
Security / Staffing &  
Recruitment  
(671) 349-5154

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

**Regina Umadhay-McDonald**  
HR Assistant  
Benefits / Staffing &  
Recruitment  
(671) 349-2210



We are on the Web!  
Department of the  
Navy is an Equal Op-

**HOLIDAY(S)**  
NO HOLIDAYS  
OBSERVED FOR  
THIS MONTH

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. If you do not have a doctor, we may refer you to a medical clinic specializing in work-related illnesses and injuries.

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:

#### If Work Injury Occurs:

- 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 NAF HR employee will complete part A of the DOL LS-1.
- Supervisor 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 employee is disabled or have work restrictions, employee must keep in contact with supervisor regarding recovery and work status.
- If the employee is going to be off work, advise the employee to submit recurring medical statements regularly to the HR office.

### 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-mishaps to your supervisor immediately.