

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)

NO HOLIDAYS
OBSERVED FOR THIS
MONTH

HRO NOTES

CNIC SERVICENOW

ServiceNow is a centralized cloud-based platform that digitizes, automates, and manages processes and requests. Beginning 10/01/2025 all requests for any services and support from Region J9 Marketing, IT, Payroll, and HR will only be accepted via ServiceNow.

How to Register – step by step instructions attached

1. Navigate to <https://cnicffr.servicenowservices.com>
2. Click “Register” at the bottom of the form
3. Fill out the form with your information such as Name, Email, CNIC Phone, and Supervisor email
 - a. Click “Sign Up”
4. You will be redirected to a confirmation page.
5. A request will be sent to our team to Approve.
6. Once Approved, you will receive an email from FFR ServiceNow (cnicffr@servicenowservices.com) with instructions for resetting your password and signing in for the first time.
7. Please note that all users will require an authentication code to login. Authentication codes can be retrieved by either downloading an authenticator on your personal cell phone or receiving the code via your official email address.

Register today for ServiceNow to ensure that you are prepared and ready to use this platform. **Stay tuned for September training events from our Regional NAF Training Office that will provide information and training on using this platform.**

Online Training & Information

1. [How to submit a case for HR requests](#)
2. [How to submit a case for Marketing requests](#)
3. [Links to Teams Meetings](#) - For the next four weeks there will be hosted “Office Hours” every Tuesday and Thursday at 1pm ET to answer any questions, concerns, and/or feedback users may have.

CNIC NAF PAYROLL SYSTEM - MYADP

As a condition of employment, all CNIC NAF employees are required to participate in direct deposit. All employees are required to setup and maintain their own direct deposit information using “MyADP”.

“MyADP” is a self-servicing payroll system that allows employees to setup and maintain direct deposit information; add an additional bank account to split pay into two banks; adjust tax withholdings; use the app on a mobile phone; use a website to make updates; and/or create user name and password of choice.

This means you are responsible for entering and updating your banking and tax information as needed. Our office and payroll does not have access to input this data. If you need assistance, have questions, or get locked out of your account, email the “MyADP” Help Desk directly at MyADPHelpdesk@us.navy.mil.

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

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

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

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

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

Tanya White
HR Assistant
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.

PREFERENCE ELIGIBILITY WHEN APPLYING FOR NAF JOBS

Preferences are advantages in the candidate selection process for NAF positions. Preferences are considered in the order listed below then all other qualifying applicants are considered. To claim these preferences, applicants must provide required documents in accordance with the “How to Apply” sections of all vacancy announcements posted on USAJobs by the closing date.

- 1. Reemployment Priority List (RPL)** - Separated employees shall have priority placement in the NAF activity from which separated and priority consideration rights at other NAF activities in the same commuting area. Separated employees can remain on the RPL until reemployed, but not longer than one year from the date of their separation.
- 2. Military Spouse Preference (MSP)** - Spouses of active duty military members of the Military Services are afforded hiring preference for NAF payband (NF) positions graded at NF-3 and below, positions in the child and youth (CY) payband system, and crafts and trades (NA/NL/NS) positions. Preference applies to any of the above defined positions that are open to competition in accordance with merit staffing practices. Qualified/eligible military spouses rated as best qualified and referred to the selecting official shall be selected for the vacancy. To be eligible for this preference, spouse must have been married to the military sponsor before reporting at the new duty station and not have accepted, declined, and/or been placed in a regular category position within the commuting area.
- 3. Veteran's Preference/Gold Star Veteran's Preference** - Military veterans and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. This preference is only applicable for positions open to external candidates.

All required forms to claim any of the preferences above can be downloaded from our website at www.militarymwrguam.com/careers or a direct link can be found in the “How to Apply” sections of the vacancy announcements.

GOSSIP AND RUMOR CONTROL

A good way of stopping gossip and rumors is to simply refuse to be drawn in by them. In other words, refuse to respond to comments about an absent person with further comments or speculation about them. Even better, try to change the subject subtly.

If you participate in work gossip, you perpetuate it. Before engaging in discussion about a particular person or situation, ask yourself what is motivating your discussion. Will it bring a positive light to a particular person or situation? If not, you are probably gossiping or spreading rumors.

Gossip is sometimes referred to as halitosis of the mind. Don't be a part of it!

INTERESTED IN APPLYING FOR A NAF POSITION?

If you or anyone you know are interested in applying for any of our NAF jobs, Visit us on online at www.militarymwrguam.com/careers or www.usajobs.gov/!