

Regional
Non-appropriated Funds
(NAF)
Human Resources Office
(HRO)
March 2019

HRO Notes

Announcement(s)

- ⇒ If you are visiting our office, please call us at (671)349-1155 when you get to the gate. We will gladly escort you in!
- ⇒ If you never received/obtained your CAC, contact our office immediately.

Regional NAF HRO

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

Website:

www.militarymwrquam.com/jobs

Email:

M-GU-JRM-NAFHRO-N9@fe.navy.mil

Telephone:

(671)349-1155

Open:

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

Closed:

-Federal Holidays
-Every Wednesday
9:00 a.m. to 10:00 a.m.

NAF EMPLOYEE PERSONNEL DESK GUIDE

Friendly reminder that our NAF Employee Personnel Desk Guide is on our website and readily available for your reference at

<https://www.militarymwrquam.com/support-services/naf-human-resources/for-current-jrm-naf-employees>.

You will also find some of our commonly used forms, our current issue of HRO Notes and some other helpful HR related links.

We also encourage you to frequent 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.militarymwrquam.com/JOBS

-CNIC NAF Worldwide Jobs Website: www.navymwr.org/careers

PREFERENCE ELIGIBILITY WHEN APPLYING FOR NAF JOBS

Preferences are advantages in the candidate selection process for our NAF positions. Individuals can claim the following preferences when applying for any of our NAF positions. Preferences are considered in the order listed below then all other qualifying applicants are considered. All required documents must be submitted with resume/application when claiming preference.

1. Reemployment Priority List (RPL) - qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category. To claim this preference, applicants **MUST** submit a copy of their BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP) - employment preference given to a qualified/eligible military spouse over a non-preference or a lower preference applicant. It applies to positions in all employment categories in payband NF-03 and below, CY positions and equivalent hourly paid crafts and trades positions. To be eligible, applicant must be a spouse of an active duty military member and have been married prior to permanent change of station (PCS) to Guam. To claim this preference, applicants **MUST** complete and submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM **AND** submit sponsor's PCS orders to Guam. ***If applicant is not indicated as a spouse on the PCS orders, proof of marriage prior to PCS must also be submitted.

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

We thank YOU for your support!

NAF HRO Team

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HR Director

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Lead HR Assistant
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Employee Benefits

Reina Sablan
Lead HR Assistant
349-5154
CYP / MWR (NBG)
Staffing &
Recruitment
HR Administrative
Processing

Cheryle Ochai
HR Assistant
349-4154
HR Administrative
Processing



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

HOLIDAYS

St. Patrick's Day
Sunday, Mar. 17
(not observed)

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. Preference only applicable for positions open to external candidates. To claim Veteran's preference, applicants **MUST** complete and submit VETERAN'S PREFERENCE WORK-SHEET **AND** submit a copy of DD-214 (member 4 copy). To claim Gold Star Veteran's preference, applicants **MUST** complete and submit SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE, submit a legible copy of DD-1300 **AND** submit any other supporting documentation (official statements, document of service, court decree, etc).

All required forms can be downloaded from our website. Contact our office or visit our website at www.militarymwr Guam.com/JOBS for more information.

PERFORMANCE FEEDBACK

Your performance is key to our success! It is your SUPERVISOR's responsibility to ensure that you understand the standards, conduct and rules you are expected to follow to perform successfully in your position. It is YOUR responsibility to report to work ready, willing and able to give a full day's work for a full day's pay, providing earnest effort and best thought, seeking efficiency in all tasks and being accountable for performance and conduct.

March is the mid-point of the annual NAF performance evaluation cycle (Oct 1 to Sep 30). This is the time that supervisors discuss, review and reiterate your job standards, performance and conduct expectations and rules, regulations, and policies upon initial hire, change in position, and/or change in supervision.

During your mid-year review discussion, 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 job standards. An Individual Development Plan (IDP) specifically for you should also be completed (if not already) and discussed during this time. IDPs are used to outline expectations and offer training suggestions that can help you meet those expectations. You can also share your interests in training you feel will help you refresh or acquire skills needed to accomplish your goals and the mission.

Contact your supervisor about your mid-year review discussion!

ANNUAL JOINT LEADERSHIP SYMPOSIUM

The Joint Women's Leadership Committee is hosting the 5th Annual Joint Leadership Symposium "Leading Change from the Front" on Friday, March 22, 2019. For more information about this annual professional development event visit <https://www.eventbrite.com/e/joint-leadership-symposium-tickets-53370104419>.

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