

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 M-GU-JRM-J9-NAFPAYROLL@fe.navy.mil.

Regional NAF HRO

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

Website:

www.militarymwrguam.com

Office Email:

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

To Submit Resumes/ Applications for Jobs:

NAFJOBS@fe.navy.mil

Telephone:

(671) 349 - 4154 / 3154 /
2210 / 5154
/ 2154

Open:

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

Closed:

Federal Holidays

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

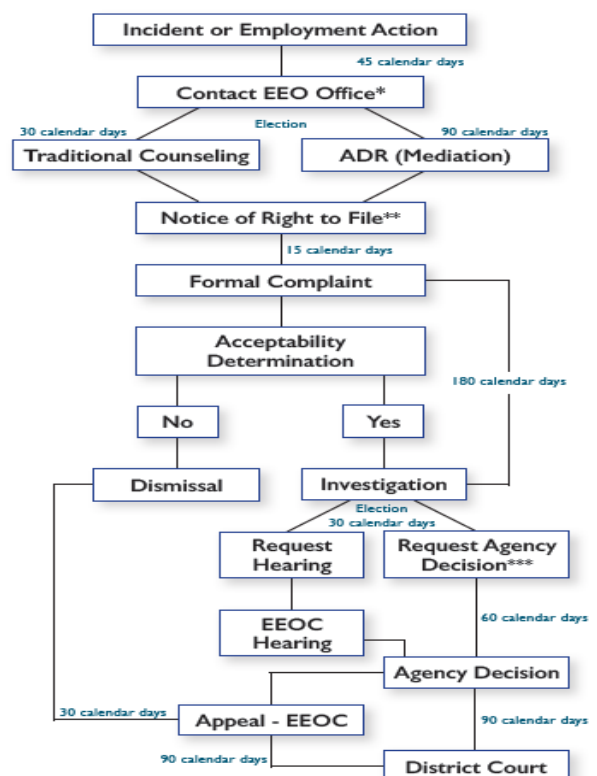
CNIC Fleet and Family Readiness' (FFR) mission is to maximize the physical, emotional and social development of the Navy. We cannot accomplish this mission without a healthy workforce. We are dedicated to ensuring an EEO and discrimination-free workplace for all of our employees. There is zero tolerance for discrimination, retaliation, or harassment of any type –sexual or non-sexual. Examples of prohibited conduct include, but are not limited to, offensive jokes, intimidation, name-calling, slurs, offensive objects or pictures, interference with work performance, or physical assaults or threats. Anyone found participating in harassing behaviors, or harassment against individuals in retaliation for participating in EEO activity or opposing discriminatory practices, will be held accountable and is subject to disciplinary action.

Managers and supervisors are expected to be proactive in the prevention of discrimination by maintaining EEO programs and acting promptly to remedy any problems which do occur. Managers are also responsible for ensuring their employees remain knowledgeable of [CNIC FFR's EEO and Anti-Harassment Policy Statement](#) and their rights concerning EEO.

All employees are expected to maintain an environment which is free of discrimination and upholds the NAF EEO values – readiness, respect, and resolution. Employees are encouraged to exercise their rights under civil rights statutes.

Harassment based on reasons other than the protected EEO categories should be reported to the first-line supervisor, any member of the chain of command or our office. Incidents of discrimination, harassment, or retaliation should be reported to the servicing EEO office within 45 calendar days of the incident. To file an EEO complaint contact the CNIC NAF EEO Service Center at 1-866-295-0320 or e-mail: MILL_CNIC_NAF_EEO@navy.mil.

EEO COMPLAINT PROCESS



NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Norma Yoshida
Lead HR Specialist
(671) 349-2154

Jordan Anderson
HR Assistant
HR Admin /
Recruitment Processing
(671) 349-4154

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

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

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



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

HOLIDAY(S)
MONDAY,
OCTOBER 10
COLUMBUS DAY
(OBSERVED)

VOLUNTARY SELF IDENTIFICATION OF A DISABILITY

It's that time again! The Department of the Navy (DON) has launched its 2022 campaign "[2022 Voluntary Self-Identification of a Disability](#)", which encourages all employees to voluntarily verify and update their disability status.

CNIC is dedicated to providing equal opportunity in hiring, placement, and advancement of Individuals with Disabilities and Individuals with Targeted Disabilities. To help DON and CNIC capture accurate data to make critical decisions in our affirmative action requirements, self-identification is highly encouraged. The Office of Personnel Management's (OPM) "Self Identification of Disability" Standard Form (SF) 256 is used to gather disability employment information within the federal government. Disability status is kept strictly confidential and there are no repercussions for disability self-identification. This information is used as aggregate data for agency-wide reporting purposes.

Should you wish to update your disability information, please complete the "[SF 256 Self Identification of Disability](#)" form and submit directly to our HR office via email at M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL. *** If you are unable to send sensitive information via an encrypted e-mail, you can utilize the DoD Safe site: <https://safe.apps.mil/>.

DRESS AND APPEARANCE

Your personal appearance has a direct influence on the customer's attitude about your professionalism and the quality of our organization. Employees are expected to comply with reasonable dress, personal hygiene, and grooming standards. Civilian dress and appearance shall contribute to a safe, healthy, productive and non-disruptive work environment. Questionable attire such as tank tops, halter-tops, mesh/sheer shirts, and pants that do not fit properly (i.e. drag on the ground so as to become a safety issue; excessively tight or short as to be distracting) are prohibited. Clothing which is extremely tight, revealing, suggestive, displays inappropriate slogans, or is non-compliant with safety or health requirements must never be worn on the job.

In most cases, uniforms or staff shirts are provided unless there is no requirement for your position. Specific mandatory uniform requirements established by activities must be adhered to as outlined in each facility's written guidance. Special attention must be given to food service operations as required by Public Health or occupational safety and health standards. For example, the use of hair restraints or hair covers and aprons, the requirement of trimmed fingernails or unpolished nails, the use of safety shoes for special labor work, etc.

STANDARDS OF CONDUCT

As a CNIC NAF employee, we want to remind you of your obligation to exemplify the highest standard of personal conduct and integrity. As the holidays approach, we encourage you to revisit our standards of conduct and understand the rules as it applies to gift giving. CNIC NAF Standards of Conduct, General Principles of Public Service, Gifts, and Conflicts of Interest topics can all be found in our [CNIC NAF Employee Handbook](#). Download a copy at <https://www.militarymwr.guam.com>, under "Support Services", click "NAF Human Resources", and visit all our NAF resources available to you.