



REGIONAL NONAPPROPRIATED FUNDS (NAF)
HUMAN RESOURCES OFFICE (HRO)

HRO NOTES

SEPTEMBER 2021

Announcement(s):

- * Our office is now accepting customers by **appointment only**. Please email or call our office (information below) to schedule your appointment.
- * Questions about resetting your iPAY or Tax Documents? Please contact our NAF Accounting Office at 671-349-1357 or by email at m-gu-jrm-nafactg-gs@fe.navy.mil. Please be sure to use the subject title PAYROLL for all payroll inquiries.

Regional NAF HRO

Physical Address:

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

Website:

www.militarymwr Guam.com/jobs

Office Email:

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

To Submit Resumes/Applications for Jobs:

NAFJOBS@fe.navy.mil

Telephone:

(671) 349 - 1154 / 2154 / 2210 / 3154 / 5154

Open:

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

Closed:

Federal Holidays

NAF EMPLOYEE PERFORMANCE EVALUATION

The annual performance close-out date for NAF employees is 30 September 2021. If you are a NAF employee who was hired as of 3 July 2021, you will receive an evaluation for this evaluation cycle. The CNIC Non-appropriated Fund Employee Performance Rating Form (CNIC 5300/May 2020) will be used to rate your performance. An overall performance rating will determine your performance as Outstanding, Highly Satisfactory, Satisfactory, Minimally Satisfactory, or Unsatisfactory.

Your Supervisor will fairly and objectively evaluate your work performance based on Quality of Work, Productivity, Dependability, and Working Relationships. If you are in a Supervisory position, you will also be rated on Leadership and Managerial / Coaching Effectiveness / Equal Employment Opportunity (EEO) Commitment.

Supervisors should ensure that you are aware of what their performance standards are, how performance evaluations are performed, and what possible awards may be available for outstanding performance.

INCENTIVE AWARDS

As a NAF employee, YOU play an important role in our organization and are eligible for different types of incentive awards such as:

- **On-The-Spot Cash Awards** - These awards are designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of exceptionally high quality or quantity. On-the-Spot awards range from \$25 to \$750.
- **Performance Awards** - Performance cash awards, pay adjustments, and/or time of awards may be granted to NAF employees for performance exceeding job requirements at the end of the performance cycle (1 Oct – 30 Sep).
- **Time Off Awards** - These awards are an alternate or additional means of recognizing the superior accomplishments or achievements with other than monetary awards. Time off granted as an award should be scheduled and used within 1 year after the effective date of the award.

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Reina Sablan
HR Specialist
349-5154

Emily Sanders
HR Assistant
349-2210
Security Admin /
CYP Staffing & Recruitment

Norma Yoshida
HR Assistant
349-3154
HR Admin Processing /
Benefits / MWR & AAFB
Staffing & Recruitment

Cheryle Ochai
HR Assistant
349-1154
NGIS Staffing & Recruitment

James Nilo
HR Assistant
349-4154
HR Admin Processing



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

HOLIDAYS

Labor Day
Monday, Sept 6
(Observed)

- **Length of Service Awards** - These awards reflect recognition of long and faithful service. All NAF employees are eligible to receive service awards for continuous NAF Service. Employees will be awarded recognition in 5 year increments starting on their 5th year. Creditable service may also include APF civilian service and honorable military service.
- **Honorary Awards** - These awards may be granted in recognition of continued distinguished service, a singular achievement, or act of personal heroism. These awards include Distinguished Civilian Service Award, Superior Civilian Service Award, and Meritorious Civilian Service Award.

EMPLOYEE BENEFITS AND PERKS

As a Department of Defense (DoD) civilian employee, there are some benefits and perks made available for you:

- You can now shop at the Navy Exchange (NEX). Present your valid CAC (or personnel action report (PAR/SF50 equivalent) at the point of sale or at the door, where applicable. **Note:** DoD civilians cannot purchase alcohol, tobacco or cigarettes. Visit www.mynavyexchange.com for more information.
- As a DoD employee, you can use military child care and youth services (must have availability in the program), bowling centers and fitness facilities (at a major discounted rate), base eateries and clubs, catering facilities, outdoor recreational equipment rentals (where available), and excellent golf courses worldwide.
- You can stay in DoD lodging on base, or in other DoD lodging wherever you go, at government rates. Employees can check for lodging availability at <https://www.dodlodging.net>.
- Utilizing American Forces Travel (AFT), DOD Employees have access to a wide selection of member exclusive rates on hotel rooms, flights, cruises, rental cars, vacation packages, event tickets and more, as well as 24/7 customer support and a best price guaranteed. To learn more please visit www.AmericanForcesTravel.com. AFT proceeds help support MWR programs for the military community.
- You can sign up as a member of the Armed Forces Vacation Club for discounted vacation rentals/packages at www.afvclub.com.
- Commercial hotels, motels, etc., usually offer a government rate. You will need to show your CAC as proof of your government employment.
- Many restaurants offer a small discount for military/government employees. You can present your CAC as identification to inquire if they provide military discounts.
- You can sign up for discounted McAfee antivirus software for your personal computers/devices through DISA's Home Use Program. Visit <https://storefront.disa.mil/kinetic/disa/service-catalog#/forms/antivirushome-use> for more information.