



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

# HRO NOTES

AUGUST 2021

### Announcement(s):

- \* Our office is now accepting customers by **appointment only**. We are available by email / telephone Monday – Friday 8:00 a.m. to 4:00 p.m.
- \* 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-nafacctg-[gs@fe.navy.mil](mailto: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.militarymwrguam.com/jobs](http://www.militarymwrguam.com/jobs)

### Office Email:

[M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil)

### To Submit Resumes/Applications for Jobs:

[NAFJOBS@fe.navy.mil](mailto: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 RETIREMENT AND CNIC NAF 401(K) SAVINGS PLAN

If you are a Regular Category employee you are eligible to enroll in the Navy NAF Retirement and 401(k) Plans. Enrollment can be done at ANY TIME for both plans.

For CNIC 401(k) Savings plan: If you leave employment within the first year of enrollment, you take ONLY the contribution that you have paid into the plan. If you are enrolled in the plan for over 1 year, and you leave employment, you will have the contributions that were paid into the plan PLUS any earnings made. For every dollar you put in the plan, the employer will contribute 100%, up to 3% of your salary.

Under the NAF Retirement Plan, you are entitled to employer contributions, ONLY if you have invested continuously for 5 consecutive years. Delayed pension payments can be made at a later date, which is also known as “deferred annuity” based on the employees discretion.

If you would like to inquire about our Retirement or 401(K) savings plan, please do not hesitate to contact our office and schedule an appointment. Our Benefits Specialist would be more than happy to answer any questions or concerns.

### PRINCIPAL 401(K) SAVINGS PLAN

The move of the CNIC NAF 401(k) Savings plan services from Wells Fargo to Principal is now complete. With Principal® Real Start, it only takes a few minutes to get your retirement account set up and start saving for your future.

- If you haven't created an account with Principal yet, visit <http://principal.com/register> to help us verify your identity and make sure you're the only one who can sign in to your account.
- For new enrollments, visit <https://www.principal.com/welcome>, and select 'Get Started'. In just a few clicks, you'll set up your account.

You can get started with Principal 401(K) and start saving anytime by visiting [principal.com/welcome](http://principal.com/welcome), using the Principal mobile app, and/or texting ENROLL to 78259. Trouble logging in or need assistance? Visit <http://principal.com/LoginHelp> or call Principal at 1-800-986-3343.

## **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  
Employer.

## **POLICY FOR HEAVY WEATHER**

In Guam, we are constantly aware of the potential for a typhoon, tropical cyclone, or earthquake to cause damage and create dangerous conditions.

When Typhoon Condition of Readiness-1 (COR-1) is declared, RFT, RPT, and “regularly scheduled” Flexible employees will typically be released from duty and placed on Administrative Leave unless they are required to report to work, are on approved leave status (Annual, Sick, or LWOP), or determined to be Absent Without Leave (AWOL).

When employees are released from duty, the following rules apply:

- RFT, RPT, and regularly scheduled Flexible employees who are already on duty are released and paid for the remainder of their shift.
- RFT, RPT, and regularly scheduled Flexible employees who are scheduled to work but have not yet reported to the work site will be placed on administrative leave and paid for their scheduled shift.
- RFT, RPT, and regularly scheduled Flexible employees who are on approved leave for the affected shift will remain in leave status and be charged leave as normal.
- Regular employees who are scheduled to work on a holiday, but whose shift is reduced or cancelled due to typhoon conditions, will be paid holiday premium pay only for hours actually worked on the holiday. These employees will still be entitled to holiday pay for hours which are part of their regular schedule.

Unless otherwise notified, employees will return to duty after declaration of COR-4. Employees should report as soon as practicable once a return to normal conditions (i.e. “all clear”) is declared, but may be excused for up to two hours due to delaying weather or commuting conditions. Employees who are unable to work upon return to COR-4 must request annual leave or LWOP in the most expedient manner possible.

Ask your supervisor for your facility’s typhoon or earthquake safety procedures and checklists.

For more information on typhoon tracking for Guam, go to: [https://www.nws.noaa.gov/gu\\_sat\\_tab.php](https://www.nws.noaa.gov/gu_sat_tab.php) or visit <https://www.weather.gov/gum/> for further helpful information.

**\*\*\* Arrivederci! Please help us say Farewell to our NAF HRO teammate Valentina Yeargin. \*\*\***