

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

HRO NOTES

JANUARY 2022

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 Accounting Office by email at m-gu-jrm-nafacctg-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

COVID-19 VACCINE BOOSTER

To promote the safety of our workforce and the customers we serve, employees may take up to four hours of administrative leave during working hours to receive any authorized COVID-19 vaccine booster shot. The administrative leave will cover the time it takes to travel to the vaccination site, receive the vaccination dose, and return to work. You are required to obtain advance approval from your supervisor using the proper leave form (Nonappropriated Fund (NAF) Request for Leave of Approved Absence Form Rev 04/2021) before taking time off for purposes of obtaining a COVID-19 vaccine booster shot or additional doses.

Please Note: Only the needed amount of administrative leave to obtain the vaccine/booster will be approved by your supervisor. Employees may not be credited with administrative leave/overtime work for time spent getting a booster vaccine shot or additional dose outside your tour of duty.

- Up to 4 hrs of Administrative Leave MAY be granted for employees to obtain the COVID-19 booster vaccination.
- Up to 2 days of Administrative Leave MAY be authorized for adverse reactions.

We highly encourage you to use either Department of Defense vaccination sources (Military Medical Treatment Facilities) or publicly available vaccination sources.

PREPARE FOR THE 2021 TAX SEASON

As you prepare your taxes for the 2021 tax year, we encourage ALL NAF employees to login to your iPAY account. CNIC requires distribution of employee W-2s electronically via your iPAY account. This is the standard distribution process for all W-2s. We want to be sure that you have access to all that you need for the 2021 tax season. We also encourage you to check your iPAY accounts every payday to ensure accuracy of pay entitlements and deductions for benefits.

If you have not registered for an iPAY account or need assistance contact our office for instructions. If your account has been deactivated or you have forgotten your password, please contact the Regional NAF Payroll Office via email at m-gu-jrm-nafacctg-gs@fe.navy.mil for assistance.



NAF HRO Team

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HR Director

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HR Specialist
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Emily Sanders
HR Assistant
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Security Admin /
CYP Staffing & Recruitment

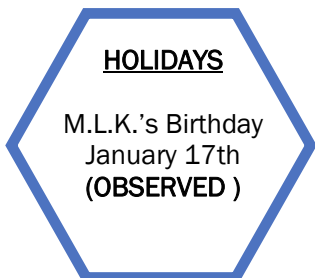
Norma Yoshida
HR Assistant
(671)349-3154
HR Admin Processing /
Benefits / MWR & 36FSS
Staffing & Recruitment

Cheryle Ochai
HR Assistant
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HR Admin Processing / NGIS
Staffing & Recruitment

James Nilo
HR Assistant
(671)349-4154
HR Admin Processing /
CYP Staffing & Recruitment



We are on the Web!
Department of the Navy is an
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CHILD AND YOUTH PROGRAM (CYP) INCENTIVE PROGRAM

As of 30 November 2021, Nonappropriated Fund (NAF) Employees applying to and working in Navy Child and Youth Program (CYP) facilities may be eligible to participate in the CYP employment retention incentive program(s). To be eligible for the CYP incentive program(s), recipients must retain a performance rating of Satisfactory or above at the time of payout and must be currently employed at each incentive milestone to receive incentive payments. Flexible, Regular Full-Time (RFT), and Regular Part-Time (RPT) employees working within the CYP as direct care staff, food service, front desk personnel, and custodians are eligible for the recruitment incentive.

Sign-on Incentive: \$500, following successful completion of CYP Orientation (40-hours training)

First Year Retention Incentive: The incentive program provides for an incentive of up to \$1,750 for one year of service, payable in three installments. Incentive amounts for each retention period are:

- Payable after 90-days of employment: \$500 + 8 hour Time Off Award
- Payable after 6-months of employment: \$500 + 8 hour Time Off Award
- Payable after 12-months of employment: \$750 + 8 hour Time Off Award

Employee Referral Incentive: A referral incentive is being implemented to encourage referral of new hires by current NAF CYP and Morale, Welfare and Recreation (MWR) employees. The NAF employee who referred the candidate will be awarded \$300. The referral incentive payout will occur on the first pay date following 90-days of employment of the new hire or rehire, as long as the individual has also remained employed by CYP. There is no cap to the number of referrals.

CYP Transfer Program Incentive: Approved CYP employees participating in the NAF Employee Transfer Program will receive a \$500 incentive upon successfully completing the onboarding process at the new installation.

***** Please Note:** Recruitment and Retention incentives are not retroactive.

UPDATING EMPLOYEE RECORDS

When was the last time you reviewed your employee records? Have you made changes to your phone number(s), email, or mailing/physical address? If so, it may be time for you to complete a new Employee Information form so that our office has your most updated information on file. Contact our office today to make changes/updates to your official personnel record!



Happy New Year!

