

APRIL 2024

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

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.
- * Time Off Awards are good for one year from date of issuance. Time Off Awards issued in 2024 will expire the following year. Log on to your MyADP app to view your balances.

Regional NAF HRO

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

Website:

www.militarymwr.guam.com

Office Email:

jrmj9nafhro@us.navy.mil

Telephone:

(671) 349 - 1154 / 2154 /
2210 / 3154 / 4154 /
5154

Open:

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

Closed:

Federal Holidays

HOLIDAY(S)
NO HOLIDAYS
OBSERVED FOR THIS
MONTH

HRO NOTES

BENEFITS - QUALIFYING LIFE EVENT (QLE)

Changes to your benefits can only occur during Open Enrollment (OE) or if you experience a QLE. Examples of the most common QLEs are as follows:

- Marriage or divorce
- Birth or adoption of a child
- Child reaching the maximum age limit
- Death of a spouse or child
- You lose coverage under your spouse's plan

You have 31 days from the date of the QLE to make changes to your benefits. If you have any questions about eligibility, please do not hesitate to contact our office.

MILITARY BUY BACK

The Military Buy Back program is a benefit for all veterans who held active duty military service. If you served in the military and now hold a civilian position, your military service may apply toward your civil service retirement. To proceed with this request, you must "buy back" your military service time.

For more information on Military Buy Back, you may visit <https://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits/> for steps to get started. You may also contact our office for guidance or assistance.

TUITION ASSISTANCE (TA) PROGRAM

Our TA Program provides regular full time (RFT) NAF employees educational assistance for tuition, textbooks, laboratory and other instructional fees, funds permitting and with final approval by Region J9. This program applies only to courses that have a direct relationship to the employee's current position or are mission related courses that employees desire to attend for self-development at accredited institutions of their choice on a voluntary basis. Courses should normally be taken during the employee's off-duty hours.

Employees choosing to utilize the TA program will be required to sign a service agreement to work for the NAF activity for at least three times the length of the training/courses. Payment will be processed upon proof of successful completion of the course. Reimbursement may not be made for non-mission related courses. Should an employee fail to complete the course successfully or fail to fulfill the continued service agreement, the employee will be required to reimburse the NAF activity for any applicable costs.

For more information regarding TA eligibility or to request to utilize the TA program, please contact our office.

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

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Catherine "Emily" Sanders
Lead HR Specialist
(671) 349-2154

Alyssa Aguon
HR Assistant
Security / CYP Staffing &
Recruitment
(671) 349-5154

Jordan Anderson
HR Assistant
Benefits / JRM & WFS
Staffing & Recruitment
(671) 349-1154

Marjury De Venecia
HR Assistant
HR Admin / MWR Staffing
& Recruitment
(671) 349-2210

Kieth Gutierrez
HR Assistant
HR Admin
(671) 349-4154

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



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

REST PERIODS / MEAL BREAKS

Short compensable rest periods (paid) no longer than 15 minutes may be granted to employees at the supervisor's discretion. Rest periods are considered as hours of work in a paid status. However, rest periods will not be a continuation of the lunch period and may not be scheduled in conjunction with a meal period. If rest periods are permitted within your facility, your supervisor will have a written policy established and available to all employees.

Regular meal periods (unpaid) of at least 30 minutes and no more than 1 hour are required for NAF employees. Employees should not work during their meal period or more than 6 consecutive hours without an allowance of a meal break. An exception to the meal period requirements is for positions at isolated work sites where it is not practical to provide a replacement for the employee during the meal period.

If you are unsure of the current rest period or meal break policy, please contact your supervisor as soon as possible for guidance.

NAF BULLETIN BOARDS

Each NAF facility is required to have at least one official bulletin board to post required information for employees. Bulletin boards should contain information regarding federal/local regulations and employment resources affecting NAF employees. Bulletin boards are reviewed regularly by managers and supervisors to ensure current and future news, information, policies, and job vacancy announcements are readily available for review by employees at all times. Employees should frequently view and refer to their bulletin board resources for the latest information and updates.

EMPLOYEE RESPONSIBILITY

The successful and efficient operation of the various facilities and services of our organization has a direct impact on the morale of the service members and their families and the local community. You have the responsibility to yourself, your country, and your employer to do your job to the best of your ability. One of the most important attributes for success in the work environment is to be a team player, value your work, and have the confidence to perform your job with ease.

As an employee, it is expected and important to display a positive attitude, communicate in an open and positive manner, and uphold yourself with the highest level of integrity at all times. Your goal is to learn and perform your job efficiently, maintain productivity, and ensure customer satisfaction is fulfilled. To support you as an employee, you will receive training, guidance, and useful tools to help you achieve and maintain the high standard of excellence that is expected in our organization.

For information on training, guidance, and tools to perform your job, we recommend that you have constant communication with your direct supervisor. For assistance and/or additional information, contact our office.