



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

HRO NOTES

MAY 2021

Announcement(s):

- * Our office is **closed for walk-in customers**. 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-N9@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

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

ANNUAL LEAVE

Everyone needs a period of rest and relaxation. CNIC provides annual leave to regular category employees for this purpose. Eligible employees earn annual leave based on their years of creditable service and number of hours worked in a pay period at the following accrual rate:

- 5% of total hours physically worked (0-3 years of regular service)
- 7.5% of total hours physically worked (3-15 years of regular service)
- 10% of total hours physically worked (over 15 years of regular service)

Eligible employees will start to earn annual leave immediately upon appointment or change to a regular category position. However, newly appointed employees must wait 90 days before annual leave can be utilized. You may accumulate up to 240 hours (360 hours for those on a transportation agreement) of annual leave per leave year. Excess of 240 (or 360) hours must be used prior to the end of the leave year. Requests for annual leave must be approved in advance and can be denied if it hinders operations and/or mission. Upon separation, unused annual leave is paid out at the time of separation if 90 day waiting period requirement has been met.

SICK LEAVE

All regular category employees may be eligible to use sick leave for the following reasons:

- personal medical needs
- family care or bereavement
- care of a family member with a serious health condition
- adoption-related purposes

Sick leave is earned at a rate of 5% of total hours physically worked, e.g., if you work 80 hours per pay period, you will earn 4 hours of sick leave. There is no minimum waiting period for the use of sick leave. There is also no limit to the amount you can accumulate and carry over from one year to the next.

Employees on furlough or leave without pay (LWOP) are not eligible to be paid for sick leave. Sick leave is a privilege and will be approved only when an employee cannot perform assigned duties due to legitimate reasons related to above.

DISABLED VETERAN LEAVE

Disabled Veteran Leave is a one-time credit of leave of up to 13 days (104 hours) to any regular category employee hired on or after Nov. 5, 2016, who is a veteran with a service-connected disability rated at 30% or more for pur-

NAF HRO Team

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Benefits /
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HR Admin Processing / NGIS
Staffing & Recruitment

Emily Sanders
HR Assistant
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Security Admin /
CYP Staffing & Recruitment

Norma Yoshida
HR Assistant
349-3154
HR Admin Processing



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

HOLIDAYS

Mother's Day
Sunday, May 9
(Not Observed)

Memorial Day
Monday, May 31
(Observed)

poses of undergoing medical treatment for such disability. Regular Part Time (RPT) employees are credited leave based on work schedule. Eligible employees may use this leave in a 12 month period from their date of hire. The leave benefit expires at end of the 12 month period and any unused leave is forfeited at that time.

Friendly reminder that ALL requests for time off (leave) MUST be approved by your supervisor prior to you taking the time off.

RETIREMENT

We all want independence and security during retirement. To help you plan for retirement, we offer regular category employees the option to enroll in the CNIC Navy NAF Retirement Plan (Pension Plan). You may choose to enroll at ANYTIME!

You are vested in the plan after 5 years of regular service and can start receiving full benefits at age 62 (or 52, in a reduced amount). The cost of the plan is 1% of your pensionable earnings bi-weekly. To initiate your enrollment, you must complete the Retirement Enrollment Form (RP-2), authorizing to have 1% of your salary deducted for the Retirement Plan each pay period.

If you would like a copy of the CNIC NAVY NAF Retirement guide or more information on how to enroll please contact our office.

CNIC 401K

To help you save for your future and supplement your retirement, we offer regular category employees the option to enroll in the CNIC Navy NAF 401(k) Savings Plan. For every dollar you put in the plan, CNIC will contribute 100%, up to 3% of your salary. Consider these advantages:

- **Convenient payroll deductions.** You can choose the amount to contribute from your pay into your account.
- **Tax-deferred contributions.** You don't pay federal (and in most cases, state and local) income taxes on the money you contribute on a pre-tax basis. The money will be taxable when you withdraw it, when you may be in a lower tax bracket.
- **Tax-deferred earnings.** The investment earnings on your contributions aren't taxed until you take them out of your account. This helps your money grow faster.
- **Variety of investment options.** You can select from among your plan's investment options, which have been specifically chosen to give you flexibility and help you save for retirement.

Don't wait to start saving! Start today and visit the Wells Fargo Retirement Plan Web Site at wellsfargo.com/retirementplan or call the Retirement Service Center at 1-800-728-3123 to enroll.



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