

NOVEMBER 2023

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

**Announcement(s):**

- Questions or assistance with Training, email [JRMJ9Training@us.navy.mil](mailto:JRMJ9Training@us.navy.mil)
- Questions about resetting your MyADP or Tax Documents? Contact the MyADP Help Desk at [MyADPHelpdesk@us.navy.mil](mailto:MyADPHelpdesk@us.navy.mil)
- The HR Office is available by appointment only. No walk-ins are accepted. Please email or call our office (information below) to schedule your appointment.

**Regional NAF HRO  
Contact Information**

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

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

**Website:**  
[www.militarymwr.guam.com](http://www.militarymwr.guam.com)

**Office Email:**  
[jrmj9nafhro@us.navy.mil](mailto:jrmj9nafhro@us.navy.mil)

**To view our vacancy  
announcements, visit:**  
[www.militarymwr.guam.com/jobs](http://www.militarymwr.guam.com/jobs)

[www.navymwr.org/usajobs/](http://www.navymwr.org/usajobs/)

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

**Closed:**  
Federal Holidays

**HOLIDAYS OBSERVED**

FRI, 10 NOV  
VETERAN'S DAY  
THU, 23 NOV  
THANKSGIVING DAY

# HRO NOTES

## **CNIC NAF 2024 OPEN ENROLLMENT (OE)**

All regular and eligible-flexible categories employees may enroll and/or make changes to medical, dental, and life insurance coverages. This is a great time to review your current health benefits and ensure it continues to meet your needs for plan year 2024.

Save the dates:

- November 1, 2023 – Open Enrollment (OE) begins
- November 30, 2023 – Deadline to enroll or make changes
- January 1, 2024 – Effective Date for changes

If you are making any dependent changes to your coverage, you are required to provide our office supporting and official documentation to effectuate any of these changes (i.e. birth certificate, marriage certificate, court documents, etc.) along with the applicable enrollment or change forms. If you are not making changes to your current coverage under medical, dental, and/or life insurance benefits, no action is required.

Aetna and Take Care have ongoing virtual benefits presentations and conference calls. It is highly recommended to participate in these presentations to gather more information about these benefit health plans.

If enrolling in High Deductible Health Plan (HDHP), you should also enroll in Health Reimbursement Account (HRA). If no HRA account is opened, the employee will not receive the employer contribution. Those already enrolled in HRA will need to re-enroll.

If enrolled in Flexible Spending Account (FSA), you must re-enroll each year during Open Enrollment.

You may visit the NAF Health Plans website at [www.nafhealthplans.com](http://www.nafhealthplans.com) for information and resources on all NAF benefits for plan year 2024.

To enroll, make changes, and/or to request for more information, please contact our office.

## **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 update or make changes to your records!

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

## **NAF HRO Team**

**Anne Untalan-Ishikawa**  
HR Director

**Catherine “Emily” Sanders**  
Lead HR Specialist  
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**Alyssa Aguon**  
HR Assistant  
Security Admin / CYP  
Staffing & Recruitment  
(671) 349-5154

**Jordan Anderson**  
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**Regina Umadhay-McDonald**  
HR Assistant  
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& Recruitment  
(671) 349-2210



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

## **DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION**

Each NAF employee must complete a CNIC NAF Designation of Beneficiary Form. It ensures that any unpaid compensation owed to you is paid to your designee(s) in the event of your death. You are responsible for updating this form as needed to keep your designation of beneficiary current. If you designate minors as beneficiaries, be advised that this designation might not be complied with if you have not made the legal arrangements required by State law.

Should you wish to update your beneficiaries, please contact our office.

## **VOLUNTARY SELF IDENTIFICATION OF A DISABILITY**

The Office of Personnel Management's (OPM) "Self Identification of Disability" Standard Form (SF) 256 is used to gather disability employment information within the federal government. Disability status is kept strictly confidential and there are no repercussions for disability self-identification. This information is used as aggregate data for agency-wide reporting purposes.

Should you wish to update your disability information, please contact our office.

## **REASONABLE ACCOMMODATION**

Reasonable accommodation is an adjustment or modification in your job or worksite that facilitates the way you would perform the essential functions of your job, should you have a disability; thus enabling you to enjoy equal benefits and privileges of employment.

If you require a change in the way that you do your job because of a medical condition that you believe is a disability, you should make your needs known to your direct supervisor right away. Once you make your request known to your supervisor, your supervisor will begin the interactive process to determine your reasonable accommodation needs and ensures your request is documented in writing. You may be asked questions about the nature of your disability, your limitations, and options for possible accommodations. You may also be required to provide medical documentation to support your request.

Reasonable accommodation requests are reviewed and evaluated on a case-by-case basis. The agency must determine if the disability falls under the Americans with Disabilities Act (ADA) definition and ensure any required and relevant medical documentation is provided. If the request imposes an undue hardship or a change that would be costly or disruptive to the organization, it may be denied. The request also may be denied if you cannot perform the essential functions of your position.

For additional information on reasonable accommodation, contact your supervisor or our office, or the CNIC NAF EEO Reasonable Accommodation Coordinator Jennifer George via email at [jennifer.a.george.naf@us.navy.mil](mailto:jennifer.a.george.naf@us.navy.mil) or by telephone at (901) 378-4445.