

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.militarymwrguam.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)

INDEPENDENCE DAY

Friday, 4 Jul

(observed)

GUAM LIBERATION DAY

Monday, 21 Jul

(not observed)

HRO NOTES

LEAVE WITHOUT PAY (LWOP) FOR MORE THAN 30 DAYS

In certain situations, Regular Full time (RFT) or Regular Part time (RPT) employees may request for LWOP when annual, sick, or other approved type of leave is exhausted. A SF52 (Request for Personnel Action) is required when LWOP is requested for more than 30 days. All periods of LWOP for 6 months or more reduce the amount of creditable service on a day-for-day basis. In this instance, service computation dates (SCD) will be recalculated to adjust creditable service.

Military Leave, Family Medical Leave Act (FMLA), Workers Compensation, and Disability are some reasons an employee might need to request LWOP.

Just like with any time off requests, LWOP must be requested by you and approved by your supervisor in advance using the Request for Leave or Approved Absence form, CNIC 12630/1 (Rev. 4/2021). Approved request must also be accompanied by a SF52, Request for Personnel Action form and any supporting documentation. LWOP requests for more than 30 days also requires approval from your respective Installation Program Director.

Prior to your LWOP status, you will also be required to make arrangements with our NAF Payroll Team for any payments required for your benefits (medical/dental insurance, health insurance, life insurance, retirement, 401K, etc.). This will ensure continued coverage in your benefits while on LWOP status and negate any arrears caused by non-payment.

Contact our office for additional information.

COMMON ACCESS CARD (CAC)

As a Federal employee, you are issued a Common Access Card (CAC). Your CAC allows you entry onto the military installation as well as any required computer access to perform the essential functions of your job. Regulations require that you show your CAC every time you enter the military installation and it must be in your possession at all times.

If you need to renew your CAC due to expiration, name changes, etc., you will need to contact our office at least 30 days prior to your CAC expiration or the same day as the personnel change so that we can provide you the required documentation (DD1172 Form) to renew your CAC. You will need to provide the DD1172 Form and your Real-ID compliant identification (marked with a star) to any of the ID Card Offices for them to issue your CAC. It is your responsibility to ensure you have everything you need to obtain your CAC in a timely manner. If you lose your CAC, you must report it immediately to your supervisor, base security, and our office.

*** If you have never received/obtained your CAC, please contact our office immediately ***

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

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

Jordan Anderson
HR Assistant
Security Admin / Region
Staffing & Recruitment
(671) 349-5154

Kieth Gutierrez
HR Assistant
CYP Staffing & Recruitment
(671) 349-4154

Beatriz Montances
HR Assistant
Benefits / AAFB Staffing
& Recruitment
(671) 349-1154

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

Tanya White
HR Assistant
WFS & NBG
Staffing & Recruitment
(671) 349-2210

Ryan “Motz” Motoyama
Training Specialist
(671) 349-1220



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

DRESS AND APPEARANCE

Your personal appearance has a direct influence on the customer's attitude about your professionalism and the quality of our organization. Employees are expected to comply with reasonable dress, personal hygiene, and grooming standards.

Civilian dress and appearance shall contribute to a safe, healthy, productive and non-disruptive work environment. Questionable attire such as tank tops, halter-tops, mesh/sheer shirts, and pants that do not fit properly (i.e. drag on the ground so as to become a safety issue; excessively tight or short as to be distracting) are prohibited. Clothing which is extremely tight, revealing, suggestive, displays inappropriate slogans, or is non-compliant with safety or health requirements must never be worn on the job.

In most cases, uniforms or staff shirts are provided unless there is no requirement for your position. Specific mandatory uniform requirements established by activities must be adhered to as outlined in each facility's written guidance. Special attention must be given to food service operations as required by Public Health or occupational safety and health standards. For example, the use of hair restraints or hair covers and aprons, the requirement of trimmed fingernails or unpolished nails, the use of safety shoes for special labor work, etc.

If you are unsure of the dress and appearance standards and/or uniform requirements for your facility, please seek assistance from your supervisor.

VISITORS IN THE WORKPLACE

The security and safety of employees, customers, and visitors is our priority. As you welcome your personal visitors (friends and family) to your workplace, please keep visits brief as to not disrupt the office, business operations, customers, or your fellow Team members. Just like with any visitors (customers or personal) to your workplace, there should always be a requirement to be there for official business.

2025 AETNA MEMBER SATISFICATION SURVEY

The opportunity to provide Aetna feedback about your overall membership and care is here! Aetna will mail out the 2025 survey to Aetna participants directly. Last day to complete the survey is Tuesday, July 29.

UPCOMING HOLIDAYS FOR THE 2025 CALENDAR YEAR:

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|--------------------------------------|---|
| - Independence Day
Friday, July 4 | - Veteran's Day
Tuesday, November 11 |
| - Labor Day
Monday, September 1 | - Thanksgiving Day
Thursday, November 27 |
| - Columbus Day
Monday, October 13 | - Christmas Day
Thursday, December 25 |