

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 Payroll Office by email at M-GU-JRM-J9-NAFPAYROLL@fe.navy.mil.

Regional NAF HRO

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

Website:
www.militarymwr Guam.com

Office Email:
M-GU-JRM-NAFHRO-
N9@fe.navy.mil

To Submit Resumes/
Applications for Jobs:
NAFJOBS@fe.navy.mil

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

Open:
Monday – Friday
8:00 a.m. to 4:00 p.m.

Closed:
Federal Holidays

HRO NOTES

OPEN ENROLLMENT

CNIC NAF Employee **OPEN ENROLLMENT (OE) 2023** has officially closed on November 30, 2022. During this time, all regular category employees and eligible flexible employees were encouraged to enroll and/or make changes to MEDICAL, DENTAL, and LIFE insurance coverages to meet your needs for 2023. Thank you to the supervisors and employees who attended the virtual benefits fair (VBF). The VBF website: www.nafhealthplans.com, will still be available to all CNIC NAF employees as a resource to all the CNIC NAF Benefit programs.

*** ALL OE CHANGES ARE EFFECTIVE JANUARY 01, 2023 ***

HOLIDAY PAY

Regular full-time (RFT) pay band employees are entitled to observe the holiday with pay. As a RFT employee, if your scheduled work day falls on a holiday, you may be excused from work for the holiday and you will be paid holiday pay. If you work on the holiday, you are paid both holiday pay and holiday premium pay. Additionally, as a RFT employee, if the holiday falls outside of your regularly scheduled work day, you are entitled to observe an “in-lieu-of” holiday.

Regular part-time (RPT) and “**regularly scheduled**” **Flexible** pay band employees are entitled to holiday pay, if your scheduled work day falls on a holiday. You may be excused from work for the holiday and paid holiday pay. If you work on the holiday, you are paid both holiday pay and holiday premium pay. *** PLEASE NOTE: RPT and “regularly scheduled” Flexible employees are not entitled to holiday pay if the holiday does not fall on one of your regularly scheduled workdays. In this event, you are also not entitled to observe an “in-lieu-of” holiday. ***

When a legal holiday falls on the non-workday of an employee who is authorized holiday pay, the employee will receive an in-lieu of holiday. The in-lieu of day to be treated as the holiday will be the day of the basic workweek that immediately precedes or immediately follows the observance of the legal holiday, as determined by the head of the employing NAF activity.

Merry Christmas

from our family to yours !

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Jordan Anderson
HR Assistant
HR Admin / Staffing &
Recruitment
(671) 349-4154

Angela Borchardt
HR Assistant
Security / Staffing &
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(671) 349-5154

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HR Assistant
HR Admin / Staffing &
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(671) 349-3154

Regina Umadhay-McDonald
HR Assistant
Benefits / Staffing &
Recruitment
(671) 349-2210



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

HOLIDAY(S)
SUNDAY, 12/25
CHRISTMAS DAY
(OBSERVED ON
12/26)

REASONABLE ACCOMMODATION FOR NAF EMPLOYEES

A reasonable accommodation (RA) is defined as any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. Reasonable accommodations may include, but are not limited to: (a) making existing facilities readily accessible to individuals with disabilities; (b) job restructuring, modification of work schedules or place of work, extended leave, telework, reassignment to a vacant position; and (c) acquisition or modification of equipment or devices, including computer software and hardware, appropriate adjustments or modifications of examinations, training materials or policies, the provision of qualified readers and/or interpreters and other similar accommodations.

When would I request an accommodation?

As soon as you require a change in the way you do your job because of a medical condition that you believe is a disability under the ADA.

How do I request an accommodation?

Make your reasonable accommodation needs known to your immediate supervisor or the NAF Reasonable Accommodation (RA) Coordinator.

What do I need to provide to my supervisor?

Be prepared to provide the SECNAV 12306_1 Request for RA form and medical documentation, if your medical condition is not obvious.

People with disabilities are a valued part of the CNIC workforce. CNIC NAF is committed to removing barriers that prevent people with disabilities from applying for jobs, performing the essential functions of the job for which hired, gaining access to job location, and enjoying all of the benefits and privileges of employment. For more information, please reach out to the NAF HR Office, RA coordinator Jennifer George at 901-378-4445, or contact our CNIC NAF EEO Service Center at 1-866-295-0320 / MILL_CNIC_NAF_EEO@navy.mil.

NURSING IN THE WORKPLACE

As a federal employer we are required to provide reasonable break times for nursing mothers to express breast milk in a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

The frequency of breaks needed to express milk as well as the duration of each break may vary according to each individual's needs. Although there is no requirement for compensation for breaks taken to express milk, if you choose to use an established break time to express milk, then we will compensate you what you are normally compensated.