

AUGUST 2024

REGIONAL NONAPPROPRIATED FUND (NAF) HUMAN RESOURCES OFFICE

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 96915

Website:

www.militarymwrguam.com

Office Email:

jrmj9nafhro@us.navy.mil

Regional Training Email:

JRMJ9Training@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

OPPORTUNITY TO BECOME AN INSTRUCTOR: NOMINATE YOURSELF TODAY!

Our regional training office is excited to announce an opportunity for you to nominate yourself as an instructor in our organization. This program initiative is focused on four key topics: Cardiopulmonary Resuscitation (CPR), Cash Handling, Customer Service, and/or Genuine Leadership. Becoming an instructor offers a chance to share your knowledge, expertise and previous experiences, and contribute to the development of our workforce.

Nominated instructors will be informed of their selection once reviewed and finalized. Selected instructors will be provided dedicated instructor training and they are required to maintain their Active Status by annually conducting at least 2 classes.

Contact our Regional Training Office via email at JRMJ9Training@us.navy.mil or via telephone at (671) 349-1220 for more information.

UPCOMING TRAINING CLASSES

Please see the below scheduled training sessions for the month of August:

- August 1— CPR/AED/FIRST AID
- August 15— CPR/AED/FIRST AID
- August 20— Conducting WFR Performance Reviews *
- August 22— WFR Customer Service (Star Service) **
- August 29— CPR/AED/FIRST AID

***Conducting Performance Reviews** is designed to assist supervisors in preparing for upcoming evaluations, ensuring that we maintain high standards in performance management across the board. **Registration ends: Aug 15th**

****WFR Customer Service** training session is crucial for all customer-facing roles (both internal & external) as we continue to prioritize excellence in customer interactions. **Registration ends: Aug 19th**

Contact our Regional Training Office via email at JRMJ9Training@us.navy.mil or via telephone at (671) 349-1220 for any questions and /or assistance.

UPDATING EMPLOYEE RECORDS

When was the last time you reviewed your employee records? Have you recently made changes to your name, phone number(s), email, or mailing 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.

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

NAF HRO Team

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Ryan Motoyama
Training Specialist
(671) 349-1220



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

PLEASE NOTE: When requesting for a name change, you must notify our office of the request; submit a copy of your marriage certificate/divorce decree; an updated form of ID; update your Employee Information form; and/or provide additional/other documentation supporting the name change. In order to protect your personal information, we ask that you schedule an appointment with our office to process any name change requests.

Contact our office today to make changes/updates to your official personnel record!

EMPLOYEE BENEFITS AND PERKS

As a Department of Defense (DoD) civilian employee, there are some benefits and perks made available for you.

- You can shop at the Navy Exchange (NEX). Present your valid CAC (or personnel action report (PAR/SF50 equivalent) at the point of sale or at the door, where applicable. Note: DoD civilians cannot purchase alcohol, tobacco or cigarettes. Visit www.mynavyexchange.com for more information.
- As a DoD employee, you can utilize military child care and youth services (must have availability in the program), bowling centers and fitness facilities (at a major discounted rate), base eateries and clubs, catering facilities, outdoor recreational equipment rentals (where available), and excellent golf courses worldwide.
- Commercial hotels, motels, etc., usually offer a government rate. You will need to show your CAC as proof of your government employment.
- Many restaurants offer a small discount for military/government employees. You can present your CAC as identification to inquire if they provide military discounts.
- You can sign up as a member of the Armed Forces Vacation Club for discounted vacation rentals/packages at www.afvclub.com.

Visit our websites at the links below to stay current on NAF vacancies within our Region and CNIC worldwide!

Regional NAF HR Jobs Website: www.militarymwr Guam.com/careers

CNIC NAF Worldwide Jobs Website: www.navymwr.org/careers

STAY CONNECTED!

Stay connected with our NAF HRO Notes , latest training schedules, and information. Simply subscribe to our mailing list by emailing our Regional Training Office at JRMJ9Training@us.navy.mil with subject heading "SUBSCRIBE".