



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

HRO NOTES

OCTOBER 2021

Announcement(s):

- * Our office is accepting customers by **appointment only**. Please email or call our office (information below) to schedule your appointment.
- * 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-gs@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

LEAVE & TELEWORK (TW) FLEXIBILITIES DURING COVID

Thank you all for continuing to take personal responsibility for your health, the health of your family, the well-being of your coworkers, and the health and safety of our active duty service members and their family during the COVID pandemic. We would like to remind you of the flexibilities available to you as we continue to adapt to a new “norm” in our workplace. More detailed information/clarification below is in addition to Region J9 Guidance dated 22 Feb 21.

Weather and Safety Leave (WSL) is authorized for the following reasons:

- Employees who are not TW eligible, are asymptomatic (not sick), and have been directed by a Commander, Installation Program Manager, manager, supervisor, medical professional, or public health authority to Self-Quarantine/Restriction of Movement (ROM) due to a COVID positive close contact or who are subject to a pre-deployment requirement for active duty family members. ****If you become COVID positive or sick WSL is NOT authorized.
- Facility closure due to COVID positive outbreak.
- For regular full time (RFT) and regular part time (RPT) employees: IF the worksite is not open and it's determined there are no other departments/programs that employees can be temporarily detailed.

***** WSL is not an entitlement and must be approved prior to use. All leave requests for WSL must be reviewed by our office prior to use/administration. Any questions, please contact our office. *****

WSL is NOT authorized for the following reasons:

- To supplement flexible (FLEX) category employees hours pre-COVID. FLEX employees will be paid for actual hours worked.
- If you are TW eligible, asymptomatic (not sick), and have been advised to Self-Quarantine/ROM.
- If you have been advised to Self-Quarantine/ROM due to experiencing symptoms (sick) related to COVID or you are COVID positive, you must use Sick Leave (SL), Annual Leave (AL), and/or Leave Without Pay (LWOP).
- If you are caring for a family member that is required to Self-Quarantine/ROM for COVID positive related reasons, SL, AL, or LWOP may be utilized as appropriate.

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

NAF HRO Team

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

HOLIDAYS

Columbus Day
Monday, Oct 11
(observed)

- If **you choose** to stay home because you have been in direct contact with an individual exposed to COVID, you may be authorized to use AL, LWOP, or TW if you occupy a TW eligible position that has been authorized by your supervisor.
- If ROM is incurred/required due to taking personal leave, you can either use AL, LWOP, or TW if you occupy a TW eligible position that has been approved by your supervisor.
- If you are caring for a child whose school or place of care is closed due to COVID, you may be authorized to use AL, LWOP, or TW if you occupy a TW eligible position that has been authorized by your supervisor.
- If you have an increased risk for severe illness from COVID, then you can request Reasonable Accommodation (RA) with required medical documentation or Family Medical Leave (FMLA), dependent upon your circumstances. Requests for RA and/or FMLA should be submitted to your immediate supervisor and coordinated with the CNIC NAF EEO Office for RA's and the Regional NAF HR Office for FMLA.

COVID-19 VACCINE AND YOU!

It is essential that Federal employees take all available steps to protect themselves and avoid spreading COVID-19 to their coworkers and members of the public. On 09 September 2021, POTUS (President of the United States) signed an executive order requiring vaccination of all federal civil service employees by 22 November 2021.

Although official guidance is pending, employees are highly encouraged to use either Department of Defense vaccination sources (Military Medical Treatment Facilities) or publicly available vaccination sources to meet this requirement.

DoD employees may be granted up to four hours of administrative leave to receive COVID-19 vaccinations, per vaccination event. Employees who experience an adverse reaction to a COVID-19 vaccination may be granted no more than 2 workdays of administrative leave for recovery, per vaccination dose.

There will be an exemption process to consider unique circumstances. The exemption process will be based on medical conditions or legitimate religious matters. More guidance to follow.

OVERTIME PAY & COMPENSATORY TIME OFF

Friendly reminder to all managers, supervisors, and employees, except in emergency situations, all requests for overtime and/or compensatory time **must be approved in advance**, in writing using NAVCOMPT FORM 2282, Overtime/Compensatory Time Request and Authorization, by the applicable Installation Program Manager or designee. **Any requests for more than 8 hours per employee per pay period requires approval by Region J9 or designee.**

Compensatory time off is not authorized if you are a non-exempt employee. If you are an exempt employee, you can be directed by your supervisor to earn compensatory time off versus overtime.