

HRO NOTES

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 an appointment.

CNIC employees must utilize the ServiceNow platform to request for all HR services and/or support.

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

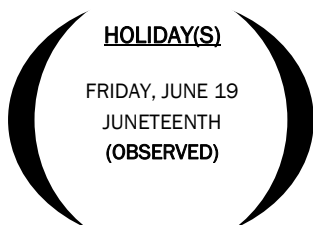
ServiceNow:
<https://cnicffr.servicenowservices.com/ffrhub>

Regional Training Email:
jrmj9training@us.navy.mil

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

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

Closed:
 Federal Holidays



MILITARY LEAVE

Regular category employees whose appointments are not limited to 1 year or less are entitled to time off with pay for certain types of active and inactive duty service in the National Guard or as a Reserve of the Military Services. Eligible regular full-time employees are now entitled to accrue up to 20 work-days of military leave per fiscal year. This amount is pro-rated for regular part-time employees based on the number of hours in the employee’s biweekly work schedule. An employee may utilize military leave only for hours that the employee would otherwise have worked and received pay.

If you have been presented with military orders and are eligible to invoke military leave, please provide a copy of your official orders and leave request form to your manager or supervisor at the soonest.

Military leave requires supervisor approval and coordination with our office prior to usage.

RETIREMENT

Eligible employees hired on or after September 21, 2025 are automatically enrolled in the CNIC NAVY NAF Retirement plan. If you are a regular full-time or part-time employee not enrolled in the retirement, a written request to enroll in to the CNIC NAVY NAF Retirement plan will need to be sent via ServiceNow.

Continuous service years and credited service are both used to calculate retirement benefits. Credited service is the time an employee started contributing to the plan and is used to determine an employees years of continuous service or vesting service. The following shows retirement eligibility under the CNIC NAVY NAF Retirement Guide.

AGE	YEARS OF CONTINUOUS / VESTING SERVICE
62 or older	5
60	20
55	30

Employees who are vested and contributing for 5 continuous service years may be eligible for early retirement. Early Retirement is a Reduced Retirement that requires a 4% reduction each year from your retirement benefit.

If you are an employee that was eligible and retained Air Force NAF Retirement, please see the following with regards to retirement eligibility.

AGE	YEARS OF CONTINUOUS / VESTING SERVICE
65 or older	Any amount of service
62	5
60	20
55	30

For more information, please submit a request through ServiceNow.

NAF HRO Team

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HR Director

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

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

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

Emily Rose Straubhaar
HR Assistant
HR Admin / NBG Staffing
& Recruitment
(671) 349-4154

Tanya White
HR Assistant
Benefits Admin / All CYP
Staffing & Recruitment
(671) 349-2210



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

PAY ENTITLEMENTS

It is important to understand your pay plan to ensure that you are being paid correctly. Factors such as Sunday Premium, Overtime, Shift Differential, Holiday Premium, and work schedules determine how you are compensated. Also, the Fair Labor Standards Act (FLSA) establishes whether you are a non-exempt or exempt status employee. See entitlements below.

- You are in a non-exempt status if you are in a NF-01, NF-02, non-supervisory NF-03, CY-01, CY-02, NA, NL, or NS-07 and below graded position.
- You are in an exempt status if you are in a supervisory NF-03 and above, NF-04 and above, or NS-07 and above graded position.

See entitlements below. We highly encourage you to visit our website at <https://www.militarymwr Guam.com/>, for helpful tools and resources.

PAY PLAN, FLSA TYPE, CATEGORY	ENTITLEMENTS					
	*Holiday Pay (Paid Time Off for Regularly Scheduled Hours Worked)	Holiday Premium (Double Time)	Shift Differential **1500-2400 7.5% **2300-0800 10% ***1800-0600 10%	Sunday Premium (25%)	Overtime (1.5%)	**** Comp Time
NF/CY, Non-Exempt/ Exempt, RFT	X	X	X	X	X	X
NF/CY, Non-Exempt/ Exempt, RPT/FLEX	X	X	X		X	X
NA/NL/NS, Non-Exempt/ Exempt, RFT/RPT/FLEX	X	X	X	X	X	X

* RPT and FLEX employees are paid holiday pay only if the observed holiday falls on a day they are regularly scheduled to work. Eligible employees **MUST** be in a pay status before or after a holiday. Leave Without Pay (LWOP) is not a pay status to include LWOP due to Family Medical Leave Act (FMLA).

** Applies to NA/NL/NS

*** Applies to NF/CY

**** Comp Time not authorized for Non-Exempt NF/CY unless for religious purposes.

**** Comp Time not authorized for NA/NL/NS unless requested by employee.