



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

HRO NOTES

MARCH 2022

Announcement(s):

- * Our office is open 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 Accounting Office at m-gu-jrm-nafpayroll@fe.navy.mil
- * Our office is going through some staff changes as we say “Adios Esta Ki” to some who are leaving us and “Hafa A dai” to those coming on board. See page 2 for new HRO contacts/information.

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

NEW FEDERAL MINIMUM WAGE

U.S. President Joseph Biden, has mandated a \$15 per hour minimum wage effective 30 January 2022 for all federal civilian employees. Craft & Trade (CT) employees should already see the pay adjustment when viewing their earnings statements on iPAY/ADP.

Our office realizes that many payband (NF & CY) employees are eager to receive increases of their own, especially as you hear of your CT counterparts receiving increases. Our office will apply increases as soon as we have obtained official authorization to do so.

KRONOS AND YOU!

As a CNIC NAF employee, your time and attendance is recorded electronically through the use of KRONOS.

- All “non-exempt” employees are required to swipe in and out to ensure correct time/attendance records and pay entitlements. Employees who are provided a KRONOS card must punch in and punch out not more than six (6) minutes before and/or after their scheduled shift.

*** An exception to the requirement of punching in/out would be positions assigned to multiple work sites and/or where KRONOS clocks are not available. ***
- If you are an “exempt” employee, you may be placed on a paid from schedule (PFS) status in KRONOS. Only employees who are designated as exempt can be paid from schedule in KRONOS and are not required to punch in and punch out.

Your position description (PD) indicates your Fair Labor Status Act (FLSA) status, designating you in an “exempt” or “non-exempt” position. If you are unsure of your FLSA status or need a copy of your PD, please contact your supervisor to provide you with a copy.

PERFORMANCE FEEDBACK

Your performance is key to our success! It is your SUPERVISOR’s responsibility to ensure that you understand the standards, conduct and rules you are expected to follow to perform successfully in your position. It is YOUR responsibility to report to work ready, willing and able to give a full



NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Reina Sablan
HR Specialist
349-5154

Jordan Anderson
HR Assistant
HR Admin / Recruitment
Processing
349-2154

Jack Kolodziejwski
HR Assistant
MWR,NBG Staffing &
Recruitment / Benefits /
HR Admin
349-3154

Cheryle Ochai
HR Assistant
CYP/MWR, AAFB Staffing &
Recruitment / HR Admin
Processing
349-1154

Norma Yoshida
HR Assistant
CYP, NBG/NH Staffing &
Recruitment
349-2210



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

HOLIDAYS

St. Patrick's Day
Thursday, March 17
(Not Observed)

day's work for a full day's pay, providing earnest effort and best thought, seeking efficiency in all tasks and being accountable for performance and conduct.

March is the mid-point of the annual NAF performance evaluation cycle (Oct 1 to Sep 30). This is the time that supervisors discuss, review, and reiterate your job standards, performance and conduct expectations and rules, regulations, and policies upon initial hire, change in position, and/or change in supervision.

During your mid-year review discussion, your supervisor should let you know how you are performing, whether you meet, fail to meet, or exceed the standards for satisfactory performance, and provide you an opportunity to improve if you are not meeting job standards. An Individual Development Plan (IDP) specifically for you should also be completed (if not already) and discussed during this time. IDPs are used to outline expectations and offer training suggestions that can help you meet those expectations. You can also share your interests in training you feel will help you refresh or acquire skills needed to accomplish your goals and the mission.

Contact your supervisor about your mid-year review discussion!

COMMON ACCESS CARD (CAC)

As an 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 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 to any of the ID Card Offices for them to issue your CAC. Please keep in mind that their appointment scheduling requirements may differ. 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 never received/obtained your CAC, contact our office immediately.

ID Card Office Contact Information:

Naval Base Guam
Visitor's Control Center
(671) 339-8301

Andersen Air Force Base Guam
Consolidated Support Center
(671) 366-2276

Guam National Guard
National Guard Barrigada Complex
(671) 344-1107