



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

HRO NOTES

NOVEMBER 2021

Announcements:

- * Our office is now 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

2022 NAF BENEFITS OPEN ENROLLMENT (OE)

Open Enrollment for 2022 NAF employee benefits is upon us! From November 1 up to 30, 2021, all regular category employees (Regular Full Time and Regular Part Time) may enroll and/or make changes to MEDICAL, DENTAL, AND LIFE insurance coverages. All eligible flexible employees may enroll or make changes to MEDICAL coverage.

This is also a great time to update your beneficiary information regarding Life Insurance, Retirement, 401(k), and Unpaid Compensation. If you are making any dependent changes to your coverage for 2022, you are required to submit original documentation (i.e. birth certificate, marriage certificate, court documents, etc.) to effectuate any of these changes. We highly encourage you to visit <https://www.nafhealthplans.com> for further information and additional resources on all NAF benefits for plan year 2022.

ALL OPEN ENROLLMENT CHANGES ARE EFFECTIVE 01/01/2022

COVID-19 MANDATORY VACCINATION

By now, all CNIC NAF employees should have received the memorandum mandating the Coronavirus Disease (COVID-19) vaccination for all Federal employees including Non-Appropriated Fund (NAF) employees. The next steps in complying with this mandate is the employees' attestation and supervisors' recordkeeping. Please complete these tasks quickly.

Employees are required to report their vaccination attestation via online at milConnect. Log onto <https://milconnect.dmdc.osd.mil/milconnect> using your CAC. For best viewing, please use Chrome, Edge, or Firefox. If you are a military/civilian dependent, you may be required to switch sponsor information by selecting your name in the upper right-hand corner.

Visit the eCorrespondence page. Click the "Vaccination Attestation" tab. Flick the "Update Status" button at the bottom and complete the COVID Vaccination Self-Attestation (content from DD Form 3175). Once signed, click the "Generate DD Form 3175" button.

Show your supervisor a copy of your vaccination card. If you have submitted a Reasonable Accommodation request, provide your supervisor a copy of the submission and the status. If you have been approved or denied, provide your supervisor a copy of the determination.

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Reina Sablan
HR Specialist
349-5154

Emily Sanders
HR Assistant
349-2210
Security Admin /
CYP Staffing & Recruitment

Norma Yoshida
HR Assistant
349-3154
HR Admin Processing /
Benefits / MWR & 36FSS
Staffing & Recruitment

Cheryle Ochai
HR Assistant
349-1154
NGIS Staffing & Recruitment

James Nilo
HR Assistant
349-4154
HR Admin Processing /
CYP Staffing & Recruitment



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

HOLIDAYS

Veterans Day
Thursday, Nov 11
(observed)

Thanksgiving Day
Thursday, Nov 25
(observed)

If your intent is to request a medical or religious exemption, you MUST contact the CNIC NAF EEO Office at 1-866-295-0320 or email your completed Reasonable Accommodation form directly to MILL_CNIC_NAF_EEO@navy.mil as soon as possible. You may ask your supervisor for the appropriate forms to submit.

Here are the upcoming key dates to remember:

Nov 4: Supervisors can begin verifying employee status—Tentative
Nov 8: 1st (only) dose deadline for taking Johnson & Johnson (J&J) vaccine
Nov 8: 2nd dose deadline for taking Moderna or Pfizer vaccines
Nov 22: On this day, a person is considered to fully vaccinated two weeks after their 1st and only dose of J&J vaccine or the 2nd dose of their Moderna or Pfizer vaccines.
Nov 22: First date to consider enforcement steps for non-compliant employees.

Should you have any questions and/or require additional information, please do not hesitate to contact our office at the 349-1154 / 2154 / 2210 / 3154 / 5154.

ETHICAL CONDUCT PRINCIPLES

As a CNIC NAF employee, we want to remind you of your obligation to exemplify the highest standard of personal conduct and integrity. As the holidays approach, we encourage you to re-visit our ethical conduct principles and understand the rules as it applies to gift giving. You can find the policies in the NAF Employee Handbook or visit <https://www.militarymwrugam.com> and under Support Services, click "NAF Human Resources."

SAFETY IN THE WORKPLACE

Safety in the workplace begins with YOU! Ensuring timely response to incidents, learning from them, and working to minimize the possibility of new incidents are what world-class companies do.

As an employee, you have a responsibility to comply with all established safety and health regulations for your facility and our organization. You should always use personal protective equipment (PPE) when required and report all on-the-job-mishaps to your supervisor immediately.

WHAT ARE YOU THANKFUL FOR THIS YEAR?

In spite of the global pandemic, we are still blessed to be able to serve our military service members and their families. Here at the NAF Human Resources Office, we are thankful for each and every one of you for all that you do that contribute to the fulfillment of our mission. We wish you joy and peace as you celebrate Thanksgiving with your loved ones and your colleagues.



GIVE
THANKS
FAMILY • FRIENDS • GRATITUDE

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