

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. Your personnel action (PAR/SF50 equivalent) will indicate the effective/issue date. 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

Website:

www.militarymwr.guam.com

Office Email:

jrmj9nafhro@us.navy.mil

Telephone:

(671) 349 - 1154 /
2154 / 2210 / 3154 /
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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

NAVY QUALITY OF LIFE (QOL) LEADERSHIP IN TRAINING (LIT)

The Navy QOL LIT Program is accepting nominations for the upcoming professional development training. Participants will receive comprehensive education on Fleet and Family Readiness (N9) Programs, emphasizing core competencies and leadership development. This program integrates a blend of online and classroom training, complimented by a capstone project to further enhance practical learning. Two options are available for this training, In-person version at Millington, TN from 1-19 April and a Hybrid version, virtual/in-person at Millington, TN from 16 May-16 Aug. Deadline for self-nominations: 13 Mar (In-Person) and 5 Apr (Hybrid).

Interested employees may contact their direct supervisors or our office for information.

CNIC NAF PAYROLL SYSTEM - MYADP

CNIC NAF MYADP is a self-servicing system, which allows employees the ability to maintain their own direct deposit information, add an additional bank account to split their pay into two banks, adjust their tax withholdings, use the app on their mobile phone, use a website to make updates if they do not have a smart phone, and create a new user name and password of their choice.

This means that employees are solely responsible for entering and updating their banking and tax information. HRO and Payroll does not have access to input this data.

As a condition of employment, all CNIC NAF employees are required to participate in direct deposit. If you do not have a MyADP account, register TODAY at <https://my.adp.com/>. If you need assistance, have questions, or get locked out of your account, email MyADP Helpdesk at MyADPHelpdesk@us.navy.mil.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

CNIC proudly offers all NAF employees access to the Employee Assistance Program (EAP). EAP provides personal wellness services through ACI Specialty Benefits. ACI Specialty benefits are FREE services provided to employees and paid for by CNIC.

Any EAP services utilized will be completely confidential and anonymous for all users. Employees and their family members are authorized to access and utilize EAP benefits, even those individuals who are out of state or living abroad. A simple phone call, email, or text message starts the process. You can begin using your EAP benefits today by calling ACI Specialty

Benefits at 1-800-932-0034, sending an email to eapinfo@acispecialtybenefits.com or visiting online at <https://acispecialtybenefits.com/program/eap/>.

NAF HRO Team

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HR Director

Catherine "Emily" Sanders
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Kieth Gutierrez
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HR Assistant
HR Admin / MWR Staffing
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(671) 349-3154



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

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA affords eligible employees up to 12 weeks of unpaid job-protected leave for certain family and medical reasons. Employees are eligible if they have worked for CNIC for at least 12 months and have been physically at work for at least 1,250 hours over the previous 12 months.

During approved periods of FMLA leave, employees enrolled in the NAF Health Benefits Program (HMO or non-HMO) may continue medical and dental health Insurance coverage. Employees **MUST** make arrangements with NAF Payroll to ensure required premiums are paid.

NOTE - You must request leave under FMLA in advance (no less than 30 days), unless in emergency situations.

*** All FMLA leave requests must be coordinated through our office and is subject to approval by your supervisor. Contact our office for more information.

PAID PARENTAL LEAVE (PPL)

PPL affords eligible employees up to 12 weeks of paid leave in connection with the birth, adoption, or foster care placement of a child. To invoke PPL, you must be eligible for the Family Medical Leave Act (FMLA).

For employees who use leave on an hourly basis, the 12-week PPL entitlement will be converted to hours based on the employee's schedule. For example, for a part-time employee who works 40 hours over a biweekly pay period (20 hours per week), the entitlement will be 240 hours (12 weeks x 20 hours). For flexible category employees, the leave entitlement will be based on the average number of hours worked in the prior 6-month period.

NOTE - You must request leave under PPL in advance (no less than 30 days), unless in emergency situations.

*** All PPL leave requests must be coordinated through our office and is subject to approval by your supervisor. Contact our office for more information.

FEEA MERIT SCHOLARSHIP PROGRAM

The Federal Employee Education & Assistance Fund (FEEA) is an independent, organization devoted to providing scholarships and emergency financial assistance to civilian federal and postal public servants and their families. This includes CNIC NAF employees. FEEA's merit scholarship program for School Year 2024-2025 has officially launched and is accepting applications. Scholarships range between \$1,000 and \$5,000 for one year of academic study at an accredited college or university. **Deadline to Apply** is March 14, 2024 at 3:00 PM EDT.

FEEA also offers assistance and resources that help federal employees in their daily lives. For more information on scholarships and resources offered, visit <https://feea.org/our-programs/scholarships/>, email them directly at fedshelpingfeds@feea.org, or contact them by telephone at [202-554-0007](tel:202-554-0007).