

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. Time Off Awards issued in 2024 will expire the following year. 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.militarymwrquam.com](http://www.militarymwrquam.com)

Office Email:

[jrmj9nafhro@us.navy.mil](mailto:jrmj9nafhro@us.navy.mil)

Telephone:

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

Open:

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

Closed:

Federal Holidays



# HRO NOTES

## HELP US RECRUIT

Know anyone who wants to join our team? Interested in other positions within our organization? Check out our website at [www.militarymwrquam.com/careers](http://www.militarymwrquam.com/careers) to view our current vacancy announcements and/or positions that are open continuously.

Resume/application packages must be submitted on USAJOBS in accordance with the “How To Apply” section of the vacancy announcement. All resumes and documents required to prove eligibility MUST be submitted by the closing date on the announcement in order to be considered. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.

**NOTE:** Due to the volume of resumes received, applicants will not be notified of any missing documentation and/or information.

## CHILD AND YOUTH PROGRAM (CYP) EMPLOYEE TRANSFER PROGRAM (ETP)

The Navy Employee Transfer Program (ETP) enables eligible Navy NAF CYP employees to voluntarily request a transfer to any Navy CYP outside of the employee’s commuting range of the current duty station. The gaining installation must exceed a 50-mile radius from the losing installation to the gaining installation. The Navy CYP ETP further ensures no disruption in Navy CYP career ladder opportunities for employees. This allows our employees to take their career with them when they transfer.

In order to be eligible, employees must be in an Educational Aid/Technician (CYP Assistant or CYP Leader), CY-01 or CY-02 position; **AND**

- Have a minimum of 6 months Navy CYP classroom experience.
- Have a close-out performance rating of “Satisfactory” or higher.
- Have no disciplinary actions within 12 months.
- Agree to take uninterrupted leave (Annual Leave, Leave without Pay, or a combination of both) of up to 45 consecutive days during the transfer period.

Please contact your supervisor or our office for more information on how to participate in the CYP Employee Transfer Program.

## CHILD AND YOUTH PROGRAM (CYP) INCENTIVE PROGRAM

Nonappropriated Fund (NAF) Employees applying to and working in Navy Child and Youth Program (CYP) facilities may be eligible to participate in the CYP employment retention incentive program(s).

## NAF HRO Team

**Anne Untalan-Ishikawa**  
HR Director

**Catherine "Emily" Sanders**  
Lead HR Specialist  
(671) 349-2154

**Alyssa Aguon**  
HR Assistant  
Security / CYP Staffing &  
Recruitment  
(671) 349-5154

**Jordan Anderson**  
HR Assistant  
Benefits / JRM & WFS  
Staffing & Recruitment  
(671) 349-1154

**Marjury De Venecia**  
HR Assistant  
HR Admin & Recruitment  
(671) 349-2210

**Kieth Gutierrez**  
HR Assistant  
HR Admin / 36FSS Staffing  
& Recruitment  
(671) 349-4154

**Cheryle Ochai**  
HR Assistant  
HR Admin / MWR Staffing  
& Recruitment  
(671) 349-3154



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

To be eligible for the CYP incentive program(s), recipients must retain a performance rating of Satisfactory or above at the time of payout and must be currently employed at each incentive milestone to receive incentive payments. Flexible, Regular Full-Time (RFT), and Regular Part-Time (RPT) employees working within the CYP as direct care staff, food service, front desk personnel, and custodians are eligible for the recruitment incentive.

### **Sign-on Incentive:**

\$500, following successful completion of CYP Orientation (40-hours training)

### **First Year Retention Incentive:**

The incentive program provides for an incentive of up to \$1,750 for one year of service, payable in three installments. Incentive amounts for each retention period are:

- Payable after 90-days of employment: \$500 + 8 hour Time Off Award
- Payable after 6-months of employment: \$500 + 8 hour Time Off Award
- Payable after 12-months of employment: \$750 + 8 hour Time Off Award

### **Employee Referral Incentive:**

A referral incentive is being implemented to encourage referral of new hires by current NAF CYP and Morale, Welfare and Recreation (MWR) employees. The NAF employee who referred the candidate will be awarded \$300.

The referral incentive payout will occur on the first pay date following 90-days of employment of the new hire or rehire, as long as the individual has also remained employed by CYP. There is no cap to the number of referrals.

### **CYP Transfer Program Incentive:**

Approved CYP employees participating in the NAF Employee Transfer Program will receive a \$500 incentive upon successfully completing the onboarding process at the new installation.

\*\*\* Please Note: Recruitment and Retention incentives are not retroactive.

## **HELPFUL LINKS**

Friendly reminder to frequent our website at <https://www.militarymwr.guam.com/support-services/naf-human-resources/current-jrm-naf-employees> for information on benefits, personnel rules & regulations, policy, commonly used forms, and links to other helpful information.

We also encourage you to frequent the links below to stay current on our NAF vacancies within our Region and CNIC world-wide.

Direct Link to our NAF vacancies: <https://www.militarymwr.guam.com/careers>

Direct Link to CNIC NAF vacancies: <https://www.navymwr.org/usajobs/>