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**DEPARTMENT OF ADMINISTRATION ORGAZATIONAL CIRCULAR NO.: 2020-003**

DEC 19 2019

**MEMORANDUM**

**To:** All Line Department and Agency Heads

**From:** Director, Department of Administration

**Subject:** **Equal Employment Opportunity (EEO) Officials**  
**RE: Officials to Conduct EEO Counseling/Investigations and Monitor Selection Interviews**

*Buenas yan Hafa Adai!* Executive Order 2006-16 designates the Director of Administration (DOA) as the Equal Employment Opportunity Administrator for the Executive Branch. In accordance with 4GCA, §4101.1: §4702, and the DOA Personnel Rules and Regulations. DOA ensures that all employees and applicants have equal employment opportunities without regard to race, religion, color, national origin, sex (including pregnancy), age (over 40), disability, genetic information, sexual orientation, gender identity, veteran status or reprisal for participating in Equal Employment Opportunity activities.

Certified EEO officials in the line departments and agencies carry out the EEO mandates and policies by investigating employee complaints in an attempt to find resolutions that promote a positive and professional working environment free of any anti-discriminatory actions. In addition, EEO officials serve to monitor all interview panels as a non-voting member, to validate the interview process used, and to ensure fair and equitable merit practices and interview questions are not violating any Title VII protected classes.

Each department and agency should have an EEO official in their organization to facilitate EEO mandates and principles. Also, larger agencies should have a primary and alternate EEO official to properly serve their employee population. Directors and agency heads are highly encouraged to send their employee nominations to Patrick Artero, Training Supervisor, at 475-1294, to attend a two (2) day training session to increase the number of trained EEO officials in their departments. EEO certification training is provided at least once a quarter.

Should you have any questions, please contact Robert Taitano, Equal Employment Opportunity Specialist at 475-1138. *Dangkolo na Agradesimineto!*

  
EDWARD M. BIRN