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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2020-004

To: All Department/Agency Heads
From: Director, Department of Administration
Subject: Detail Appointments

Buenas yan Håfa Adai! In our continuing effort to streamline and provide expeditious services to all government of Guam Departments/Agencies, the following reminder of the procedures regarding requests for Detail Appointments and extensions is issued and will be enforced.

Rule 4.506 of the Department of Administration's Personnel Rules and Regulations provides for the temporary assignment to meet management's needs of an employee to another position or to a group of specific duties and responsibilities for a specified period. Subsection E of said rule further provides that an employee temporarily assigned or detailed to a position, shall not be appointed for a period in excess of ninety (90) days within a calendar year, unless the appointing authority obtains an exemption upon written application to the Director of Administration. Additionally, pursuant to the rule and 4GCA §4117, such exemption shall not extend beyond the additional ninety (90) days within that calendar year.

Please be mindful that upon the expiration of an initial detail appointment of ninety (90) days or any approved extension thereof, an employee **must be immediately returned** to his/her regular duties at the end of such detail. Any requests for compensation outside of the mandated timeframe will be in direct violation of the law and will not be processed as any payment outside the mandated timeframe will be considered "illegal".

Thank you for your cooperation and attention to this matter. If you have any questions or require further information, please do not hesitate to contact the Classification and Pay Branch at 475-1131/1219/1201. *Dångkolo na Agradesimiento!*


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