The Test Development and Validation Branch is responsible for planning and coordinating test development activities consisting of:

- Scheduling and administering test examinations.
- Establishing a List of Eligibles.
- Grading of Examination Papers.
- Conducting test validation studies using content criterion-related and constructive validity methods in conformance to the Uniform Guidelines on Employee Selection Procedures.
- Recording and maintenance of examination records for the government of Guam.

The Equal Employment Opportunity Branch is responsible for planning, coordinating and administering the Equal Employment Opportunity/Affirmative Action Program of the government of Guam as follows.

- To provide equal employment opportunity for all applicants and employees to compete and be considered for jobs on the basis of merit and ability to perform, and to prohibit discrimination in any aspect, term, condition, or privilege of employment on the basis of race, religion, color, sex, including sexual harassment and orientation, national origin, age, physical or mental disability, marital status, or political affiliation and retaliation.
- To carry out all government programs and activities in compliance with applicable Federal and Territorial laws in such a manner that no person shall, on the basis of race, religion, color, sex, including sexual harassment and orientation, national origin, age, physical or mental disability, marital status, or political affiliation and retaliation be excluded from participation in, be denied the benefits of, or be subjected to discrimination with respect to any program or activities.