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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2023-008

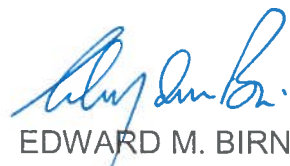
To: All Line Agency and Department Heads
From: Director of Administration
Subject: **Detailed Appointments**

Buenas yan Hafa Adai! A public hearing was held on November 14, 2022 for Bill 331-36, which, if passed, would impose a ten percent (10%) salary reduction for any Director/Deputy Director who is not in compliance with compensation laws, rules, and regulations related to competitive promotions, reclassifications, and detail appointments. The intent of the proposed legislation is to ensure that employees are properly compensated when asked to perform duties of a higher position on a temporary basis, for detail appointments that exceed thirty (30) days.

To address this and to comply with Public Law 36-107, Chapter XIII, Section 28, it is no longer sufficient to simply issue an internal memorandum to record detail appointments which are expected to exceed, or in most cases have already exceeded the thirty (30) day time frame for compensation of detail appointments. The practice of only using an Internal Memorandum to record these assignments is not in compliance with 4 GCA or the Department of Administration Personnel Rules and Regulations. When such details are executed, they must be reported within forty-eight (48) hours to the Department of Administration (DOA) and the Bureau of Budget and Management Research (BBMR). If a detail memorandum is issued, approval from BBMR must be sought prior to, or immediately when the detail appointment occurs (utilizing the BBMR F-16 Form); and a Request for Personnel Action (GG-1) should be prepared for respective department/agency heads to approve for details anticipated to be longer than thirty (30) days, or which have already surpassed that time frame.

If assistance is needed with this process, the DOA-HR Classification and Pay Branch can be contacted for assistance on the administration of detail appointments.

Si Yu'os Ma'ase.


EDWARD M. BIRN

cc: Chief of Staff, Office of Governor; Deputy Chief of Staff, Office of the Governor
Director, BBMR, Human Resources, DOA