



**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
DIRECTOR'S OFFICE  
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03/10/23

March 10, 2023

**Department of Administration Organizational Circular: 2023-014**

**MEMORANDUM**

**To:** All Line Departments and Agency Heads  
All Autonomous Department and Agency Heads with a Drug Testing MOU with DOA

**From:** Director, Department of Administration

**Subject:** **Pre-Employment Drug Testing**  
**RE: Policy on Re-Test of Applicant/Reemployment of Person based on Non-Negative Drug Test Result**

*Buenas yan Hafa Adai!* Pursuant to Executive Order 95-29 and the Department of Administration (DOA) Rules and Regulations, we issue the following policy regarding pre-employment drug testing in situations involving a department's request to re-test an applicant, or a former classified employee being considered for reemployment/reappointment, when they previously had a non-negative drug test result.

**Non- Test Designated Position**

A person who has applied for, or is seeking reemployment/reappointment in a non-Test Designated Position (TDP), and whose prior drug test result was non-negative (e.g. positive, diluted, or synthetic urine), may be re-tested at a department's request after meeting the following conditions:

- (a) the person has submitted a certificate indicating completion of a drug rehabilitation program approved and recognized by the Guam Behavioral Health & Wellness Center, and a minimum of six (6) months from the date the department was officially notified of the person's non-negative drug test result has elapsed; or
- (b) a minimum of one (1) year from the date the department was officially notified of the non-negative drug test result has elapsed if no certificate is submitted.

**Test Designated Position**

A person who has applied for, or is seeking reemployment/reappointment in a Test Designated Position (TDP), and whose prior drug test result was non-negative (e.g. positive, diluted, or

synthetic urine), may be re-tested at a department's request. This person may be eligible for re-testing after the person has submitted a certificate indicating completion of a drug rehabilitation program approved and recognized by the Guam Behavioral Health & Wellness Center (submission of this certificate of completion is mandatory), and a minimum of six (6) months from the date the department was officially notified of the person's non-negative drug test result has elapsed.

This policy applies to current as well as any future Government of Guam entities that the DOA enters into a Memorandum Of Understanding with regarding their drug testing, and supersedes any DOA guidance that is in conflict with this DOA Organizational Circular. Please email Mr. Francis Flisco, Personnel Specialist IV at [francis.flisco@doa.guam.gov](mailto:francis.flisco@doa.guam.gov) if you have any questions.  
*Si Yu'us Ma'ase!*

 Edward M Birn  
Date:2023-03-13  
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