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January 9, 2026

Department of Administration Organizational Circular No.: 2026-005

To: All Department and Agency Heads
From: Director of Administration
Subject: **New Drug Free Workplace Program Policy**
RE: E.O. 2025-03

Hafa Adai! This is to inform departments and agencies of the new Drug Free Workplace Program (DFWP) Policy for the Government of Guam which was approved by the Governor of Guam on December 18, 2025 (attached). This new Policy was enacted pursuant to Executive Order 2025-03 and with the approval of the new Policy, Executive Orders 95-29, 2005-18 and 2019-11 are rescinded.

The new Policy, drug testing forms and related laws, and Executive Order 2025-03 are located on our website and are available for download at: www.hr.doa.guam.gov, click on "HR Branches" tab, then click on "Drug Testing Branch" link.

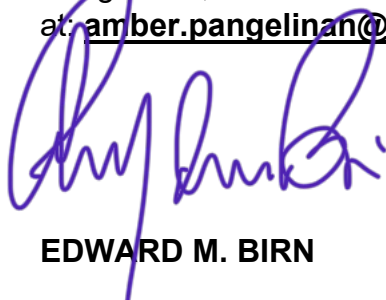
Effective immediately upon issuance of this memorandum, all departments and agencies are required to utilize the updated Drug Testing and Employee Assistance forms. The use of prior versions of drug testing forms is discontinued as of the same date.

Highlights of the new DFWP Policy are as follows:

- Drug testing for Cannabis (marijuana) for pre-employment/re-employment purposes will no longer be required with the exception of positions that are exempted under Sections (d) and (e) of Public Law 37-119 since E.O. 2019-11 is repealed.
- Drug testing will be conducted for new substances of: alcohol, barbiturates, heroin, fentanyl, and psychoactive cannabis metabolites and will be accomplished upon securing of a new contract. The controlled substances of: Amphetamines, Opiates, Cocaine, and Phencyclidine (PCP) will continue to be tested, as well as cannabis as indicated in the highlight above.

- Pre-employment drug testing results which indicate the person passed their drug test are valid up to 60 days from the date the Department of Administration was notified of the results.
- Drug Testing and Employee Assistance forms were updated, most notably the Post-Accident Drug Testing form, and the Reasonable Suspicion Drug Testing Form which has been changed to the Probable Cause Drug Testing Form.
- Active employees who occupy Non-Testing Designated Positions and move into a Testing Designated Position, will no longer be required to undergo drug testing, provided the employee had previously passed drug testing under the authority of the DOA. The active employee will still be required to sign the Employee Individual TDP Notice form.
- The thirty (30) days waiting period for employees who occupy Testing Designated Positions to be subjected to random drug testing is discontinued.
- Unclassified employees may be eligible for rehabilitation and treatment under the self admission employee assistance provision.

For questions regarding the new policy and drug testing forms, please contact Ms. Amber Pangelinan, Personnel Specialist II of our Drug Testing Branch via email at: amber.pangelinan@doa.guam.gov. ***Si Yu'os Ma'ase.***



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