



TERRITORY OF GUAM  
OFFICE OF THE GOVERNOR  
AGAÑA, GUAM 96910  
U. S. A.

EXECUTIVE ORDER NO. 2002-01

**RELATIVE TO ESTABLISHING A REVOLVING FUND FOR THE DEPARTMENT OF ADMINISTRATION TO COVER COSTS FOR THE HUMAN RESOURCES DIVISION PERSONNEL SERVICES PROVIDED TO SEMI-AUTONOMOUS AND AUTONOMOUS DEPARTMENTS AND AGENCIES, AND TO COVER COSTS FOR THE DRUG-FREE WORKPLACE PROGRAM.**

**WHEREAS**, the Director of the Department of Administration provides for the administration and management of government employees in their selection, promotion, performance evaluation, demotion, suspension, other disciplinary actions, and the training and development of classified employees in all executive branch employment; and

**WHEREAS**, these services shall be charged to semi-autonomous and autonomous agencies when requested; and

**WHEREAS**, the Drug-Free Workplace Program was implemented on December 6, 1995, under Executive Order No. 95-29 in compliance with the Personnel Rules and Regulations and administered by the Department of Administration; and

**WHEREAS**, there is a need for a revolving fund to handle and account for money and deposits to be charged for human resources;

**NOW, THEREFORE, I, CARL T.C. GUTIERREZ**, I Maga'Lahen Guåhan, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do order:

1. **Creation of fund.** There is created a Human Resources Services Revolving Fund.
2. **Department of Administration to administer.** The Human Resources Services Revolving Fund shall be administered and maintained by the Department of Administration and that department's Director shall designate the approving official for disbursements.
3. **Authorization to charge for services.** The Administrator of the Human Resources Division of the Department of Administration is authorized to charge for all services provided in the areas of classification and pay, recruitment, records, employee benefits, test development, employee management relations, training and development, as well as the Drug-Free Workplace Program of the Human Resources Division.



4. **Money to be deposited in the fund.** All money and deposits collected for the services enumerated in Item 3 above shall be deposited into the Fund created in Item 1 above.
5. **Expenditures from the fund.** The Fund may be expended for all expenses incurred incidental to the services enumerated in Item 3 above so long as these expenditures are for the administrative costs and supply or equipment costs associated within the areas of classification and pay, recruitment, records, employee benefits, test development, employee management relations, training and development, as well as the Drug-Free Workplace Program of the Human Resources Division.
6. **Accounting of money and deposits.** A complete and accurate accounting of all money and deposits paid into and withdrawn from the Fund created in Item 1 above shall be maintained by the Department of Administration. The accounting shall include and clearly identify the sources and amounts of all money and deposits paid into or withdrawn from the Fund.

**SIGNED AND PROMULGATED at Hagåtña, Guam this 18th day of January, 2002.**

A handwritten signature in black ink, appearing to read "Carl T. C. Gutierrez", written over a horizontal line.

**CARL T. C. GUTIERREZ**  
**I Maga'Lahen Guåhan**  
**Governor of Guam**