

GOVERNMENT OF GUAM
Office of the Governor
Agana, Guam

EXECUTIVE ORDER NO. 68-22

ORGANIZATION AND FUNCTIONS OF THE
DEPARTMENT OF ADMINISTRATION

WHEREAS, Section 9(c) of the Organic Act of Guam provides that the Governor shall, from time to time, examine the organization of the Executive Branch of the Government of Guam, and shall determine and carry out such changes as are necessary to promote effective management; and

WHEREAS, Public Law 9-239 establishes and creates the Department of Administration; and

WHEREAS, it is necessary to clearly establish and set forth the organization and functions of the newly-created Department of Administration;


NOW, THEREFORE, in view of the foregoing, it is hereby ordered as follows:

1. The organization and functions of the Department of Administration attached hereto are hereby approved and promulgated and shall be in force and effect October 1, 1968.

2. All prior memoranda and Executive Orders, which are in conflict with the organization and functions of the Department of Administration as herein promulgated are hereby superseded.

Dated at Agana, Guam, this 26th day of

September, 1968.


MANUEL F. L. GUERRERO
Governor of Guam

COUNTERSIGNED:


DENVER DICKERSON
Secretary of Guam

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DEPARTMENT OF ADMINISTRATION

Organization and Functions -

The Department of Administration was created by Public Law 9-239, dated August 13, 1968, Second Regular Session, Ninth Guam Legislature. The Department "shall constitute a centralized agency for the transaction of the internal business of the Government of Guam (Section 54152)." Under the direction of the Director of Administration, the department is organized as follows:

Section 1. Administration

A. Office of the Director. This office shall be staffed by the Director, the Secretary to the Director, and other administrative personnel as are deemed necessary. This office shall supervise and establish policy for the Department of Administration. The Director shall be the chief official of the Department of Administration. He is empowered to appoint, reprimand, or remove any employee of the Department. The Director shall be charged with the overall management, supervision, direction, and control of the Department of Administration. The administration of all laws or statutes, rules and regulations, executive orders, policies, procedures, and all other authority and responsibility assigned to the Department of Administration shall be handled by the Director. He is also responsible for long-range planning, management improvement, and any final decision of the department affecting its employees, the public, or other branches of the government, etc. Ex Officio, the Director is the Director of the Government of Guam Retirement Fund and a member of the Board of Retirement Fund Trustees, and other positions established by law

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or regulation. The Director shall also be responsible for the continuing review of the department's organizational and operational structure and shall initiate whatever internal organizational expansion or changes are needed.

B. Office of the Deputy Director. This office shall consist of the Deputy Director, and other personnel as are required. The Deputy Director shall be the executive and operational officer of the department. By delegation of authority, he shall plan, organize, and coordinate the day-to-day affairs of the department through the supervisors of the various divisions. The Deputy shall also be responsible for the administrative functions of the department and shall assume and exercise all other powers and duties as are delegated and assigned to him by the Director. The Office of the Deputy shall be responsible for the preparation of the department's budget; the departmental allotment of funds and control of expenditures; development of departmental in-service training programs; adequacy of staffing, equipment, and supplies; departmental personal property and records management; formulation, development, and maintenance of a central mailing service; issuance of Director's Orders; review of reports and the operational manual; and the implementation of other allied functions as assigned by the Director.

Section 2. Division of Accounts. This division shall consist of the Office of the Chief Controller, the Accounting Branch, the Payroll Branch, and the Internal Audit Branch.

A. Office of the Chief Controller. This office shall be charged with the maintenance of a system of accounts which reflect at all times the financial transactions of the government, and for submission of periodic reports setting forth the financial condition of the

government and the various funds thereof. The Chief Controller shall be the supervising head of the Division of Accounts, and the chief official of the Office of the Chief Controller. The Chief Controller shall establish rules and regulations pertaining to all accounting matters, and shall render assistance to all personnel in the various departments concerned with accounting procedures.

B. Accounting Branch. This branch shall consist of three subsections, namely: General, Machine, and Pre-Audit and Analysis Sections. Through its sections, the branch shall be responsible for the maintenance of a system of accounts for accounting of funds generated within the Government of Guam; process accounting documents through the various accounting ledgers; conduct pre-audits to insure accuracy and completeness of accounting transactions; certify all financial obligations for payment; prepare and render financial reports; and act as the clearing branch for all financial transactions entered into by the Government of Guam,

C. Payroll Branch. This branch shall prepare and process all payrolls for the Government. The branch shall prepare all Government payroll and public assistance grant checks. The branch shall also maintain earning, service, and leave records for all Government employees.

D. Internal Audit Branch. This branch shall be responsible for the audit of all financial funds and transactions of the government and shall submit reports thereon; review and evaluate the systems of checks and balances used for internal accounting controls in terms of adequacy and effectiveness; recommend improvements in accounting

and financial reporting systems as a result of internal reviews; conducts special analysis; checks and surveys of inventories, supplies and other related matters.

Section 3. Division of Financial Management. This division shall be responsible for the receipt, deposit in authorized depositories, and disbursement of all public funds and investments of such funds. The chief official of the Division of the Treasury shall be the Administrator, Financial Management. He shall have supervision of the personnel and functions of the division. The Treasurer of Guam under the general supervision of the Administrator shall issue receipts for all monies received by him and shall disburse funds only upon the presentation of properly certified vouchers. Any such monies collected on behalf of any fund shall be deposited to the credit of the fund involved. The Administrator shall provide periodic analyses of the cash requirements and disbursement of the Government, and to see that an adequate cash budget be prepared to insure that current and future obligations are met. He shall also assist the Director in the selection of areas for investing government funds within the manner prescribed by law. The Administrator shall make such reports as are prescribed by the Director of Administration and shall perform such other related duties as are assigned from time to time.

Section 4. Division of Supply Management. This division shall be responsible for the administration of the Office of the Administrator, Control Branch and Storage Branch.

A. Office of the Administrator, Supply Management. This office shall be responsible for the general supervision of the procurement of supplies and equipment for the government; maintenance of adequate supply and equipment inventory controls;

and operation of central warehousing for storage of government supplies and equipment. The chief official of the Division of Supply Management shall have general supervision of the personnel and functions of the division.

B. Control Branch. This branch shall consist of the Procurement Section, the Stock Control Section, and the Receipt Control Section. The branch shall process procurement, receipt, and issue documents; maintain stock records; negotiate and prepare purchase order contracts; prepare and issue bid invitations; maintain follow-up on requisitions and purchase deliveries, edit specifications; compute new shipment of merchandise; establish unit costs; and issue supply catalogues.

C. Storage Branch. This branch shall be responsible for the proper storage and custody of certain government supplies and equipment. The branch shall receive, check, store and issue materials, supplies and equipment for the Government. The branch shall be responsible for handling materials, supplies, and equipment from the Port to the warehouse, and from warehouse to the various departments; clearing certain government bills of lading; and preparing claims for short or damaged merchandise. The branch shall also maintain all Government of Guam and Federal property control records; conduct inventories and tag incoming property; make physical audit of department property; handle equipment transfer, surplus property and sales; inspect and make minor repairs on office machines; and conduct major overhauls on other machines.

Section 5. Personnel Services Division. The Office of the Personnel Services Division shall consist of the Recruitment Branch, Classification Branch, and Safety Branch. The Administrator of Personnel Services Division shall be the supervising head of the division. This division shall be responsible for the technical aspects of personnel administration; the chief functions of which are position classification, recruitment, and examination, and research.

A. Classification Branch. This branch shall be responsible for the maintenance of the classification and compensation plan, subject to the overall functional review of the Civil Service Commission of the Government of Guam. It deals with classification studies involving allocation or reallocation, and the preparation or revision of class specifications subject to the approval of the Civil Service Commission. It shall also be responsible for the review of and to recommend improvements in such matters as recruitment policies, testing, and future job needs of the Government.

B. Recruitment Branch. The branch shall be responsible for conducting job analysis prior to publication of examination announcement of anticipated or existing job vacancies of the Government of Guam. This includes the processing of applications to determine the eligibility of applicants to participate in the examinations, the scheduling and administration of examinations in order to recruit and promote competent persons, and the establishment and certification of eligibles.

C. Safety Branch. This branch shall be responsible for the administration of Public Law 9-154, approved March 5, 1968, relative to the establishment of a Safety Program for government employees.

Section 6. Employee Relations Division. This division shall be responsible for the development and promotion of programs for maintaining constructive employee relations in accordance with Public Law 9-240, approved August 13, 1968, entitled "Public Employee-Management Relations Act," including the handling of employee grievance, and exit interviews. The chief official of this division shall be the Administrator, Employee Relations Division. He shall also direct the development and promotion of training programs for the various departments as well as the development of effective employee communication programs and materials.

A. Employee-Management Relations Branch. This branch shall be responsible for the orderly implementation of Public Law 9-240, approved August 13, 1968, relative to relationship between the government and its public employees.

B. Employee Development and Training. This branch shall be responsible for conducting and administering an effective training program for all government employees. It shall coordinate the various departmental training programs, and to render staff assistance to improve such programs. It shall also administer such programs as the Employee Performance Rating, Incentive Award, employee grievance, and appeals and exit interviews.

C. Overseas Processing and Travel Branch. This branch shall be responsible for the recruitment processing of personnel from off-island to be employed with the Government of Guam and handling of transportation arrangements for:

- (1) Government of Guam officials traveling abroad on official business;

- (2) Off-island personnel traveling to and from
Guam on contractual appointment; and

Section 7. Retirement Division. This division shall be responsible for the administration of the Government of Guam Retirement System. The division shall establish, maintain, and operate an accounting system suitable for an efficient retirement system, and act as the official clearing house in the effecting of all personnel actions, as well as the preparation of related reports and statistics.

Section 8. Records Management Division. This division shall be responsible for the efficient and economical administration of the Records Management Act (Public Law 6-64); the compilation and publication of official documents; the conduct of informational and statistical research activities; the preparation of reports; the maintenance of the Central File; and the development and maintenance of an adequate personnel records program, including the processing of personnel actions (appointments, reclassifications, promotions, terminations, etc.).

Section 9. Data Processing Division. The Data Processing Division shall function as the centralized unit for all automatic data processing functions of the Government, pursuant to Executive Order No. 67-8, approved July 7, 1967. The division shall consist of the Systems, Design and Programming Branch, Data Control Branch, and the Operations Branch.

A. Systems Design and Programming Branch. This branch is responsible for the design, development, and programming as well as conducting feasibility studies of existing systems and procedures with the view towards mechanization. This branch shall also be the liason between the division and the various departments

and agencies for both anticipated and/or recurring reports; establishing new reports; and recommend areas that could lead itself to mechanized processing.

B. Data Control Branch. The Data Control Branch is responsible for the recording or logging in of all input source materials, key punching, and verifying all source material into punch cards format. All completed reports shall be reviewed for format, number of copies, report headings, and obvious errors prior to release to the departments concerned.

C. Operations Branch. The Operations Branch is responsible for the detail application of programs and process the punch card files and summary files to produce the desired reports.