

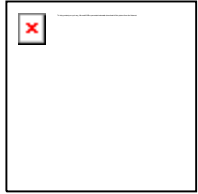
From: Committee on Rules 36GL <cor@guamlegislature.org>
Sent: Monday, December 5, 2022 2:12 PM
To: Clerks; Rennae Meno
Cc: Speaker Therese M. Terlaje
Subject: Messages and Communications for Doc. No. 36GL-22-2866*
Attachments: 36GL-22-2866.pdf

Håfa Adai Clerks,

Please see attached M&C Doc. No. 36GL-22-2866 for processing:

36GL-22-2866	GEthC Reporting Requirements for Boards and Commissions - November 2022* Reporting Requirements for Boards and Commissions - November 2022*	Guam Ethics Commission
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Si Yu'os Ma'åse',



COMMITTEE ON RULES

Vice Speaker Tina Rose Muña Barnes, Chairperson
36th Guam Legislature
I Mina'trentai Sais Na Liheslaturan Guåhan
Guam Congress Building | 163 Chalan Santo Papa Hågatña Guam 96910
Email: cor@guamlegislature.org

§

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----- Forwarded message -----

From: Speaker Therese M. Terlaje <speaker@guamlegislature.org>
Date: Mon, Dec 5, 2022 at 11:28 AM
Subject: Messages and Communications for 36GL-22-2866
To: Legislative Secretary Amanda Shelton <officeofsenatorshelton@guamlegislature.org>, Committee on Rules 36GL <cor@guamlegislature.org>

Håfa Adai,

Please see attached M&C Doc. No. 36GL-22-2866*

36GL-22-2866	GEthC Reporting Requirements for Boards and Commissions - November 2022*
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Si Yu'os Ma'åse',

Marie Cruz

Community Relations Liaison

Office of Speaker Therese M. Terlaje
Committee on Health, Land, Justice and Culture

I Mina'trentai Sais na Liheslaturan Guáhan
36th Guam Legislature
Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
T: (671) 472-3586 F: (671) 989-3590 Email: senatorterlajeguam@gmail.com
website: www.senatorterlaje.com

----- Forwarded message -----

From: **Reuben C. Bugarin** <Reuben.Bugarin@ethics.guam.gov>
Date: Mon, Dec 5, 2022 at 11:21 AM
Subject: Guam Ethics Commission Reporting Requirements for November 2022
To: Speaker Therese M. Terlaje <speaker@guamlegislature.org>, Jean S. Taitano <jean.taitano@guam.gov>
Cc: Ethics Info <Info@ethics.guam.gov>

Håfa Adai,

On behalf of the Guam Ethics Commission, I respectfully transmit the board packet for the Commission's November meeting. If our office can provide anything further, please feel free to contact me. Thank you.

Best regards,
REUBEN C. BUGARIN
Ethics Program Coordinator
Guam Ethics Commission
Kumisión i Giniban Areklamenton Guáhan
134 W. Soledad Avenue, Suite 406 – BOH Bldg., Hagåtña Guam 96910
Tel: (671) 969-5625
Fax: (671) 969-5626
Website: <http://guamethics.com>

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Guam Ethics Commission Reporting Requirements for November 2022

Reuben C. Bugarin <Reuben.Bugarin@ethics.guam.gov>

Mon, Dec 5, 2022 at 11:21 AM

To: "Speaker Therese M. Terlaje" <speaker@guamlegislature.org>, "Jean S. Taitano" <jean.taitano@guam.gov>

Cc: Ethics Info <Info@ethics.guam.gov>

Håfa Adai,

On behalf of the Guam Ethics Commission, I respectfully transmit the board packet for the Commission's November meeting. If our office can provide anything further, please feel free to contact me. Thank you.

**DOC NO. 36GL-22-2866
OFFICE OF THE SPEAKER****Therese M. Terlaje****Date: 12/05/2022****Time: 11:21 a.m.****Received:** *McCruz**Best regards,***REUBEN C. BUGARIN**

Ethics Program Coordinator

Guam Ethics Commission

*Kumisión i Giniban Areklamenton Guåhan***134 W. Soledad Avenue, Suite 406** – BOH Bldg., Hagåtña Guam 96910

Tel: (671) 969-5625

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Website: <http://guamethics.com>

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 **Guam Ethics Commission Reporting Requirements for November 2022.pdf**
3245K**COMMITTEE ON RULES****RECEIVED:**

December 5, 2022

11:28 A.M.

Bank El



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam
134 W. Soledad Ave., BOH Bldg. Ste. 406
Tel: 671-969-5625 | Telefax: 671-969-5626

Transmitted Via Electronic Mail

December 05, 2022

Honorable Lourdes A. Leon Guerrero
Governor of Guam
Office of the Governor
513 W. Marine Corps Drive
Hagåtña, Guam 96910

Honorable Therese M. Terlaje
Speaker, 36th Guam Legislature
I Mina Trentai'sais Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Re: Reporting Requirements for Boards and Commissions – November 2022

Håfa Adai Governor Leon Guerrero and Speaker Terlaje,

On behalf of the Guam Ethics Commission, respectfully transmitted herewith is the reporting requirements of 5 GCA Chapter 8 § 8113.1 regarding the Guam Ethics Commission's regular meeting held on November 30, 2022

If I can provide further assistance or clarification, please feel free to contact me through email at jesse.quenga@ethics.guam.gov.

Si Yu'os Ma'ase!

JESSE JOHN QUENGA, CM[®]
Executive Director

Enclosure: Guam Ethics Commission November 30, 2022 Meeting Packet



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Government of Guam

134 W. Soledad Ave., BOH Bldg. Ste. 406

Tel: 671-969-5625 * Telefax: 671-969-5626

**GUAM ETHICS
COMMISSION
MEETING PACKET**

November 30, 2022

12:30 PM



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan

Regular Meeting
Wednesday, November 30, 2022
12:30 PM

AGENDA

COMMISSIONERS

Shannon J. Murphy
Chairwoman

Marilyn R. Borja
Vice-Chairwoman

Christopher A. Cruz

Robert S. Jack, MD

Daphne M. Leon Guerrero

Margaret E.R. Tyquiengco

COMMISSION STAFF

Jesse J. Quenga
Executive Director

Pamela D. Mabazza
Ethics Program Coordinator

Reuben C. Bugarin
Ethics Program Coordinator

I. Call to Order / Roll Call of Members

II. Approval of Minutes

a. October 21, 2022 – Regular Meeting

III. Executive Director's Report

IV. Old Business – none

V. New Business

a. Commission to Take Action on the following cases

ETH-22-003-OT-202 | ETH-22-014-CI-203 | ETH-22-025-OT-202 | ETH-22-004-UT-201
ETH-22-015-OT-203 | ETH-22-026-OT-202 | ETH-22-005-COI-202 | ETH-22-016-CI-202
ETH-22-027-CI-202 | ETH-22-007-COI-203 | ETH-22-017-CI-201 | ETH-22-028-OT-202
ETH-22-008-UT-203 | ETH-22-018-CI-201 | ETH-22-029-OT-202 | ETH-22-009-UT-203
ETH-22-019-CI-202 | ETH-22-030-UT-202 | ETH-22-010-CI-201 | ETH-22-021-CI-203
ETH-22-031-OT-201 | ETH-22-011-UT-203 | ETH-22-022-OT-201 | ETH-22-032-OT-201
ETH-22-012-COI-202 | ETH-22-023-OT-201 | ETH-22-033-OT-201 | ETH-22-013-COI-202
ETH-22-024-OT-201 | ETH-22-034-OT-202 | ETH-22-201-COI-204

VI. Closed Proceedings 4 GCA 15 §15401

ETH-22-003-OT-202 | ETH-22-014-CI-203 | ETH-22-025-OT-202 | ETH-22-004-UT-201
ETH-22-015-OT-203 | ETH-22-026-OT-202 | ETH-22-005-COI-202 | ETH-22-016-CI-202
ETH-22-027-CI-202 | ETH-22-007-COI-203 | ETH-22-017-CI-201 | ETH-22-028-OT-202
ETH-22-008-UT-203 | ETH-22-018-CI-201 | ETH-22-029-OT-202 | ETH-22-009-UT-203
ETH-22-019-CI-202 | ETH-22-030-UT-202 | ETH-22-010-CI-201 | ETH-22-021-CI-203
ETH-22-031-OT-201 | ETH-22-011-UT-203 | ETH-22-022-OT-201 | ETH-22-032-OT-201
ETH-22-012-COI-202 | ETH-22-023-OT-201 | ETH-22-033-OT-201 | ETH-22-013-COI-202
ETH-22-024-OT-201 | ETH-22-034-OT-202 | ETH-22-201-COI-204

VII. Announcements

VIII. Adjournment

Guam Ethics Commission Board Meeting—Minutes

Date: October 21, 2022

Time: 12:31 pm

Location: Zoom

I. Call to Order / Roll Call of Members

a. Members Present:

- Chairperson Shannon Murphy
- Vice-Chairperson Marilyn Borja
- Christopher Cruz, Commissioner
- Meg Tyquiengco, Commissioner

b. Members Absent:

- Dr. Robert Jack, Commissioner
- Daphne Leon Guerrero, Commissioner

c. Staff Present:

- Jesse Quenga, Executive Director
- Pamela Mabazza, Ethics Program Coordinator
- Reuben Bugarin, Ethics Program Coordinator

d. Others present: Professor Frank Ishazaki

II. Approval of Agenda

MOTION: M. Tyquiengco

Seconded by: C. Cruz

Discussion: None

Decision: Motion Carries

III. Executive Director's Report

a. Website & E-learning Portal




The website's online learning portal is now live. Staff continue to work with the development team in the back end to streamline report generation on users who complete the online training.

b. Ethics Training Compliance Reports

The Commission sent letters to all department and agency heads reminding them of the looming deadline to submit their agency's Ethics Training Compliance Report. A total of 22 out of 61 agencies to date have submitted their reports; staff will follow up with agencies with pending reports to ensure compliance.

c. Fiscal Year 2022 – Ethics Training Summary

From October 2021 to September 2022

	2021	2022	% Change
Total # of Workshops	2	45	2,250% 
Total # of Employees Trained	92	2,613	2,840% 
% of Government Officials Trained vs. Total Employee Count = 11,136	0.08%	25.00%	24.02% 

d. Fiscal Year 2023 Budget

ED Quenga provided its allotment schedule to the Department of Administration prior to the deadline. A review of the AS400 confirms that the general fund appropriation to the Commission for Fiscal 2023 has been loaded completely. Funds will be used mostly to cover payroll and the cost of the office lease.

e. Account Balance Summary

BALANCE REMAINING					
Category	2021	2023	Revenue Account	ARPA	TOTAL
Salaries	\$ -	\$ 173,589.60	\$ 14,645.60	\$ -	\$ 188,235.20
Benefits	\$ -	\$ 63,056.73	\$ 5,315.48	\$ 312.25	\$ 68,684.46
Travel	\$ -	\$ 17,242.00	\$ -	\$ -	\$ 17,242.00
Contractual	\$ 71.92	\$ 30,612.48	\$ -	\$ -	\$ 30,684.40
Rent	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 1,057.68	\$ 1,000.00	\$ -	\$ 8,631.50	\$ 10,689.18
Equipment	\$ 19.09	\$ -	\$ -	\$ 38.88	\$ 57.97
Drug Testing	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00
Misc.	\$ 607.46	\$ 416.00	\$ 48,236.04	\$ -	\$ 49,259.50
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,796.15	\$ 285,916.81	\$ 68,197.12	\$ 8,982.63	\$ 364,892.71

*Funds do not reflect additional \$49,600 collected, but not yet loaded into the revenue fund.

IV. Old Business

- a. Relative to the Approval of Proposed Memorandum of Agreement with UOG School of Business and Public Administration Regarding Ethics Training Facilitators.

MOTION: S. Murphy
Seconded by: M. Tyquiengco
Discussion: None
Decision: Motion Carries

V. New Business - None

VI. Announcements - None

VII. Adjournment

MOTION: Chris C. at 1:12pm
Seconded by: S. Murphy
Discussion: None
Decision: Motion Carries



GUAM ETHICS COMMISSION

Kumisión i Ginihan Areklamenton Guåhan

EXECUTIVE DIRECTOR'S REPORT

Updates

- a. 2022 Ethics Training Compliance Reports
 - The Commission is pleased to announce 100% compliance with the mandated Ethics Training Compliance Reports. Transmittal letters were sent to the Office of the Governor as well as the Speaker of the Guam Legislature. 2022 Ethics Training Compliance Reports can be found on the commission's website: www.guamethics.com.
- b. Status of Memorandum of Agreement with UOG for Ethics Training Providers
 - The Commission is in receipt of a letter from UOG General Counsel advising the commission that the University has reviewed the counter proposal offered by the Commission and had rejected the offer to enter into a Memorandum of Agreement. The Commission will proceed with coordinating ethics training with instructors contracted in the past and will add additional practitioners to meet needed capacity.
- c. Notice of Intent to File a Government Claim
 - The Commission received a copy of a government claim filed by GCIC Inc. for office lease rent. This is expected to be formally filed with the Office of the Attorney General in compliance with the Government Claims Act. The office will prepare a response to the claim as soon as OAG establishes a case file and contacts the commission for response.
- d. Fiscal Year 2024 Budget Request
 - The office is in receipt of a transmittal letter from BBMR requesting for a copy of the Commission's FY2024 budget request. Although the Commission is not statutorily required to submit its request until Spring 2023, the office has already begun to prepare the document. A draft request will be presented to the Commission during their December meeting.
- e. Annual Commission Educational Program
 - The commission will plan to conduct its annual educational program / boardmanship training in December to comply with Chapter 43 of Title 5 Guam Code Annotated. A calendar poll will be sent out to coordinate the appropriate schedule for the training.
- f. Establishment of Technical/Professional Ethics Commission Staff
 - To meet the Commission's strategic goal of establishing a position series of technical/professional staff, our office initiated and have prepared Position Description Questionnaires (PDQs). The office was able to obtain support from DOA's Personnel Division to conduct the pay evaluation for the assignment of an appropriate compensation schedule which follows the Hay Methodology.



GUAM ETHICS COMMISSION

Kumisión i Ginihan Areklamenton Guåhan

g. Account Balance Summary

BALANCE REMAINING					
Category	2021	2023	Revenue Account	ARPA	TOTAL
Salaries	\$ -	\$ 6,732.44	\$ 34,973.60	\$ -	\$ 41,706.04
Benefits	\$ -	\$ 2,381.02	\$ 10,320.48	\$ -	\$ 12,701.50
Travel	\$ -	\$ 2,982.86	\$ -	\$ -	\$ 2,982.86
Contractual	\$ 76.92	\$ 15,612.48	\$ 32,115.19	\$ -	\$ 47,804.59
Rent	\$ -	\$ 0.20	\$ -	\$ -	\$ 0.20
Supplies	\$ 1,055.70	\$ 1,000.00	\$ -	\$ 8,943.75	\$ 10,999.45
Equipment	\$ 19.09	\$ -	\$ 10,750.00	\$ 38.88	\$ 10,807.97
Drug Testing	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00
Misc.	\$ 1,325.75	\$ 4,896.22	\$ 33,808.92	\$ -	\$ 40,030.89
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,517.46	\$ 33,605.22	\$ 121,968.19	\$ 8,982.63	\$ 167,073.50

*Funds do not reflect additional \$24,914 collected, but not yet loaded into the revenue fund.

GOVERNMENT OF GUAM

Fiscal Year 2024 BUDGET CALL



BUREAU OF BUDGET AND MANAGEMENT RESEARCH



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagåtña Guam 96932



LOURDES A. LEON GUERRERO
GOVERNOR

LESTER L. CARLSON, JR.
DIRECTOR

JOSHUA F. TENORIO
LIEUTENANT GOVERNOR

November 29, 2022

BBMR Circular: 23-03

To: All Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2024 Budget Call

Hafa Adai yan Saludas! The Bureau is issuing this Circular to begin the process of preparing the Governor's Executive Budget request for FY 2024. In this regard, all Executive Departments and Agencies are requested to prepare their FY 2024 Budget Requests, using the attached forms presented in this Budget Call.

General budgetary guidelines are as follows:

1. All required budgetary forms must be completed.
2. Where information requested is not applicable, indicate "N/A."
3. All personnel service costs, utilities and fixed costs must be fully covered as a priority.
4. All contractual requirements, equipment and supplies should be listed in order of priority.
5. Personnel service costs should be for currently filled positions and for recruitments in progress.
6. Budgeting for overtime must be justified.
7. A departmental organization chart must be submitted.
8. All anticipated travel should be budgeted and justified.
9. See FY 2024 Budget Call package for additional guidelines.

All budget submissions should be presented at maintenance levels, exercising budgetary and fiscal discipline while maintaining critical service needs.

The Budget Call package, containing appropriate instructions for the budget preparation, will be available for download from BBMR's website (<http://bbmr.guam.gov>). Please be reminded that various budgetary forms have been electronically linked into one Master File to facilitate the preparation of each department's budget and that BBMR has customized the Master File of each line department or agency, by eliminating unused form sheets and by standardizing the links of various budgetary forms. Please contact your assigned Analyst at BBMR for your department's version of its Master File, involving these changes and for the need of additional form sheets as required.

All Master File departmental versions have the same standard forms consisting of:

1. Budget Digest Form [BBMR BD-1]
2. FY 2024 Proposed Staffing Pattern [BBMR SP-1]
3. FY 2024 Current Staffing Pattern [BBMR SP-1]
4. Travel Authorization Form- Schedule A [BBMR TA-1]
5. Operations Schedules Form-Schedules B~F [BBMR 96A - Revised]

The submission deadline to BBMR for all departmental budgets is Friday, December 16, 2022 (COB).

This budget submission is to include one (1) hard copy and one (1) CD or USB flash drive copy of the electronic format (Excel for spreadsheets and Word for narratives) of your departmental budget. BBMR will review the submissions with the understanding that most, if not all budgets may be adjusted based on the level of funding projected for FY 2024. You will be informed should adjustments be necessary.

Be reminded, that all department budgets must be prepared and submitted using these standard budgetary forms, which are linked electronically in your departmental Master File. Because these forms are electronically linked, they must not be edited or altered in any way (i.e., deletion of worksheets within the Excel file, etc.).

Should you have any questions or require assistance, please contact your assigned Analyst at 475-9412 / 9106.

Thank you for your cooperation and support.

Senseramente,

Lester L. Carlson, Jr.

Attachments

Government of Guam
Bureau of Budget and Management Research
Fiscal Year 2024 Budget Call

TABLE OF CONTENTS

Budget Guidelines

Forms & Instructions (Where applicable):

- ◆ Budget Document Checklist [BDC-1]
- ◆ Agency Budget Certification [BBMR ABC]
- ◆ Department/Agency Narrative Form [BBMR AN-N1]
- ◆ Decision Package [BBMR DP-1]
- ◆ Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR96A - REVISED]
- ◆ Agency Staffing Pattern Forms [BBMR SP-1]
- ◆ Federal Program Inventory Form [BBMR FP-1]
- ◆ Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]
- ◆ Prior Year Obligation Form [BBMR PYO-1]

APPENDICES:

- * Departmental Organizational Chart [Appendix A]
- * FY 2023 Group Health Insurance Rates [Appendix B]
- * FY 2023 Premium Rates for Survivor Death & Disability Insurance [Appendix C]
- * GovGuam Competitive Wage Act of 2014 [Appendix D] 1/
- * General Pay Plan Increment Schedule [Appendix E] 1/
- * Law Enforcement / Public Safety Pay Plan (LEPP) Increment Schedule [Appendix F] 1/

- * Arrangement of Budget Package [Appendix G]

1/: Download from BBMR's website (<http://bbmr.guam.gov>)

Budget Guidelines

Fiscal Year 2024

1. All Departments and Agencies shall prepare their FY 2024 Budgets to cover personnel and operational cost. Personnel services cost should only be **for currently filled positions, for BBMR approved recruitment GG1s authorized in FY 2023 and for salary increments prospectively** where applicable annually. All budgets should be reflective of funding for critical needs and, where possible, the implementation of cost-cutting measures in the spirit of efficiency and effectiveness. To ensure budget review completion, agencies should adhere to established guidelines.
2. All agencies shall prepare the FY 2024 Budget using the attached forms. All information requested on the attached form must be completed. Where information requested is not applicable, indicate “N/A.”
3. Each program must complete a Program Budget Digest form (BBMR BD-1) (e.g., one Program Budget Digest form per program). The same method will follow for the Agency Staffing Pattern Form (BBMR SP-1), Federal Program Inventory Form (BBMR FP-1) and Equipment Listing-Space Requirement Form (BBMR EL-1).
4. Attached for use in completing the agency’s staffing patterns are the FY 2023 medical and dental insurance rates, salary and increment schedule based on the Competitive Wage Act of 2014 and the 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP) where applicable. Please note that the insurance rates have yet to be negotiated for FY 2024. The revised schedule will be distributed to all agencies by the Department of Administration. Upon receipt of the revised schedule, amounts in the FY 2024 Staffing Patterns must be adjusted accordingly.
5. A Budget Document Checklist is attached for the department to use as a basic guide before submitting its budget. If the department fails to meet all the requirements contained in the checklist, the budget document will be promptly returned and no further review will be conducted until all requirements have been addressed. If an item is not applicable, indicate “N/A.” This checklist must be submitted to the Bureau along with the department’s budget document.
6. A Departmental Organizational Chart (Appendix A) must be submitted with the Budget Document.
7. FY 2024 (Proposed) and FY 2023 (Current) Staffing Patterns are required to be completed and submitted for *all* departmental staff. This is inclusive of all positions funded via local, local matching and 100% federal funds. **Staffing patterns must be presented exactly as provided on the standard form available on the website. No variation or substitution to the format, both in presentation and content will be accepted. For departments/agencies with multiple divisions/programs, an overall departmental summary page, using the same staffing pattern format must be included.**

An electronic version of the FY 2024 Budget Call is available at the Bureau’s website:
<http://bbmr.guam.gov>.

Decision Package Form
[BBMR DP-1]
Instructions

This Form must be summarized and completed for all programs where applicable.

PROGRAM TITLE: Identify division or section name.

ACTIVITY DESCRIPTION: Identify activities associated with divisional program goals for the upcoming fiscal year.

MAJOR OBJECTIVE(S): Identify one or more major activities that would accomplish a specific program goal or goals identified for the fiscal year. The number of objectives is dependent on the number of program goals identified within a division and how many objectives are assigned to that one specific program goal.

SHORT-TERM GOALS: Identify division program goals to be accomplished or achieved during the fiscal year.

WORKLOAD OUTPUT: Identify tasks that quantitatively address the level of accomplishment from the previous fiscal year. To accomplish such objective, a historic review must be made for the number of tasks accomplished for the year and the cost of such tasks based on the following chronology:

- ◆ The increase or decrease of each task using FY 2022 as a baseline.
- ◆ The increase or decrease of each task for FY 2023 from FY 2022.
- ◆ The increase or decrease of each task for FY 2024 from FY 2023.

Once the workload indicators have been identified quantitatively for the proposed fiscal year, the standard of performance is then identified and must be expressed either as an increase or decrease in percentage, dollars, or task units from the previous fiscal year. Lastly, tasks are the same activities reflected in a department's Citizen Centric Report and are the important factors in the accomplishment of specific objectives identified within a program.

Program Budget Digest Form
[BBMR BD-1]
Instructions

A Program Budget Digest Form must be completed for each program.

Column

- A, D, G** Information for this Column should reflect the total expenditures and encumbrances of the program for FY 2022.
- B, E, H** Information for this Column should reflect appropriations for each program for FY 2023. This shall include public law appropriations and subsequent amendments to the General Appropriations Act of 2023.
- C** This Column should reflect the agency’s FY 2024 General Fund request for the program inclusive of General Fund matching requirements.
- F** This Column should reflect the agency’s FY 2024 Special Fund request for the program and should be specified by fund source.
- I** This Column should reflect the agency’s FY 2024 Federal Fund(s) matching requirements. Refer to “New Instructions” below for more detailed information regarding completion of this section.
- J, K, L** This Column should reflect the agency’s Grand Total for All Funds for the program. This Grand Total should be the sum of amounts for each respective fiscal year (FY 2022, FY 2023 and FY 2024).

It should be noted that the following budget documents are now electronically linked in one (1) Microsoft Excel “Master File:”

- Budget Digest Form [BBMR BD-1]
 - FY 2024 PROPOSED Staffing Pattern [BBMR SP-1]
 - Travel Authorization Form [BBMR TA-1]
 - Operations Schedules B ~ F [BBMR 96A - REVISED]
- [Note: FY 2023 CURRENT Staffing Patterns are contained in the Master File but *are not* linked to the BD-1 Form]

All the downloadable Microsoft Excel files are consistent with the methodology of linking the aforementioned budget documents together. The following is important to note:

- The Budget Digest (BD-1) Form is the main document that contains formulas that link the other (3) Forms together.
- The FY 2024 PROPOSED Staffing Pattern, Travel Authorization Form, and the Operations Schedules B~F [BBMR 96A - REVISED] Form are all linked to the BD-1 Form.

Instructions for Completion of (new / linked) BD-1 Form:

- The BD-1 Form contains links to the aforementioned budget documents **for only FY 2024**
 - o FY 2022 Expenditures & Encumbrances and FY 2023 Authorized Levels must be **manually inputted** by the department.
 - o For FY 2024, the **linked object categories** include:
 - 111 – Salaries
 - 112 – Overtime
 - 113 – Benefits
 - 220 – Off-Island Travel / Local Mileage Reimbursement
 - 230 – Contractual Services
 - 240 – Supplies
 - 250 – Equipment
 - 290 – Miscellaneous
 - 450 – Capital Outlay
 - o Financial information for all other FY 2024 object categories (listed below) must be **manually inputted** by the department:
 - 233 – Office Space Rental
 - 270 – Worker’s Compensation
 - 271 – Drug Testing
 - 280 – Sub-Recipient / Sub-Grant
 - 361 – Power
 - 362 – Water / Sewer
 - 363 – Telephone / Toll
- In order for FY 2024 (linked object category) financial information to be populated in the BD-1 Form, the corresponding PROPOSED FY 2024 Staffing Pattern, Travel Authorization Form, and BBMR 96A - REVISED Forms for the respective Division must be filled out
- Relative to Federal Matching programs, financial information in the BD-1 Form must be manually inputted by the department. The “Master File” does not contain links for staffing patterns, etc., for federal matching programs. In order to complete FY 2023 CURRENT and FY2024 PROPOSED Staffing Patterns for matching programs, please ensure the appropriate match ratio (based on the federal matching grant) is applied to the personnel budgeted under these programs on the budget digest.

An electronic version of this form is available at the Bureau’s website: <http://bbmr.guam.gov>.

Agency Staffing Pattern Form [BBMR SP-1] Instructions

GENERAL Departments are to prepare FY 2024 Proposed Staffing Patterns using the instructions that follow. Additionally, all departments are required to submit FY 2023 Current Staffing Patterns with their FY 2024 budget packages, both in hard copy & electronic (MS Excel) format (see below).

Program A budget entity within an agency that provides services to GovGuam and its citizens. A **staffing pattern must be prepared for each program utilizing the electronic (MS Excel) version of the form available at the Bureau's website: <http://bbmr.guam.gov>.**

Fund Identify source of funding by fund type. If a program has more than one fund source, a summary and subsidiary staffing patterns shall be prepared.

Columns: A through J is to be inputted by the agency.

- A **Position Number:** Identify all positions with a corresponding position number.
- B **Position Title:** Identify all positions with the corresponding position title. Indicate "(LTA)" or "(Temp.)" next to the Position Title (where applicable).
- C **Name:** Identify names of employees.
- D **Grade/Step:** Identify all positions with the corresponding Pay Grade/Step as required under the Competitive Wage Act of 2014 and 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP).
- E **Salary:** Indicate salary for all positions as required under the Competitive Wage Act of 2014 and 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP).
- F **Overtime:** Indicate amount of overtime estimated to be incurred by employee in accordance with Executive Order No. 2005-28, DOA Circulars 05-22 and 07-32 and BBMR Circular 07-06.
- G **Special:** Includes night differential, hazardous pay, etc.
- H **Increment Date:** Indicate date increment is due to employee as required under the Competitive Wage Act of 2014 and 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP).
- I **Increment Amount:** Indicate increment amount due to employee as required under the Competitive Wage Act of 2014 and 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP).
- J **Subtotal:** The sum total of Columns E, F, G and I.

Columns K and N: These columns are based on formulas. If the employee is not receiving benefits under these columns, input "0.00" in each respective column on the staffing pattern.

K **Retirement:** Government of Guam's contribution rate for retirement benefits is 28.43% for both the FY 2023 Current SP-1 and FY 2024 Proposed SP-1. The FY 2024 retirement rate is subject to change.

L **Retirement (D.D.I.):** The Government of Guam's contribution for retirement benefits for the Death and Disability Insurance rate is \$19.01 bi-weekly, which is subject to change. For applicable (Defined Contribution) employees, budget \$495.00 for FY 2024, which is subject to change. Retirement contributions for other than non-base should be calculated appropriately.

- M Social Security:** If applicable, the social security rate of **6.2%** shall be applied to Column J.
- N Medicare:** The Government of Guam’s contribution for Medicare is 1.45%. The Medicare rate shall be calculated based on the employee’s gross salary and applicable to all employees hired after March 31, 1986.
- O Life Insurance:** Life Insurance annual premium is \$187.00. Please budget for all employees. This rate is subject to change based on the mid-year negotiation with the insurance carrier and the Department of Administration.

Columns P and O are to be inputted by the agency.

- P Medical:** Medical costs shall reflect the employee’s appropriate medical annual premium. Provided below are the annualized costs (Government of Guam / Employer share) for FY 2024:

Select Care HSA 2000

Class 1	\$2,672
Class 2	\$4,314
Class 3	\$3,444
Class 4	\$5,583

Take Care HSA 2000

Class 1	\$2,819
Class 2	\$4,604
Class 3	\$3,775
Class 4	\$6,096

Select Care PPO 1500

Class 1	\$5,248
Class 2	\$9,925
Class 3	\$7,798
Class 4	\$12,784

Take Care PPO 1500

Class 1	\$5,396
Class 2	\$10,215
Class 3	\$8,128
Class 4	\$14,336

Note: In the FY 2024 Proposed SP-1, for Vacant/Funded positions, budget \$8,128 for Medical (where applicable).

(Refer to Appendix B for detailed rates)

Q Dental: Dental costs shall reflect the employee’s appropriate dental annual premium. Provided below are the annualized costs (Government of Guam / Employer share) for FY 2024:

Class 1	\$273
Class 2	\$359
Class 3	\$297
Class 4	\$485

Note: In the FY 2024 Proposed SP-1, for Vacant/Funded positions, budget \$359 for Dental (where applicable).

(Refer to Appendix B for detailed rates)

R Total Benefits: The sum total of Columns K through Q.

S Grand Total: The sum total of Columns J and R.

NOTE: The “Master File” does not contain links for staffing patterns, etc., for federal matching programs. In order to complete FY 2023 CURRENT and FY2024 PROPOSED Staffing Patterns for matching programs, please ensure the appropriate match ratio (based on the federal matching grant) is applied to the personnel budgeted under these programs on the budget digest.

Special Pay Category Spreadsheet (Applicable to Departments with Special Pay Expenditures)

Below the staffing pattern form SP-1 is a spreadsheet to determine the various types of special pay that applies to those departments incurring special pay expenditures. In order to complete this form, you will need to do the following:

1. Manually input the following information required in the primary staffing pattern: a) the Position Number, b) Position Title, and c) Employee’s Name. (A link has been established between the primary staffing pattern spreadsheet and Special Pay Category Spreadsheet to reflect the information in the Special Pay Category Spreadsheet as it is being typed.)
2. Fill in the appropriate special pay category as it applies to the department.

Column K of this spreadsheet is formulated to total the special pay categories that you have completed. The total amount per employee is then linked to the corresponding Special Pay Column G on the Primary Staffing Pattern Spreadsheet.

Federal Program Inventory Form
[BBMR – FP-1]
Instructions

Column

- A Federal Catalog No:** Identify the section from the CFDA (Catalog of Federal Domestic Assistance) / SAM or enabling authority applicable to the program.
- B Grant Award Number:** Reflect the grant award number for each respective grant.
- C Match Ratio:** Reflect the approved ratio of Federal and Local funds as a percentage based on CFDA / SAM or match ratio authorized by the grantor agency.
- D Total Program Funds FY 2023:** Reflect the agency's total program funding request for FY 2023. This is the aggregate amount of local and federal funds.
- E Total Estimated Funds FY 2024:** Reflect the agency's total program funding request for FY 2024. This is the aggregate amount of local and federal funds.
- F Local Matching Funds:** Reflect the total local match fund request.
- G Federal Matching Funds:** Reflect the total federal match fund request.
- H 100% Federal Grants:** Reflect the program's 100% federally funded amount.
- I Grant Period:** Reflect the authorized grant period.

For more information on the Catalog of Federal Domestic Assistance / SAM and programs which may be available to your agency, visit their website at <https://sam.gov/content/assistance-listings>.

An electronic version of this form is available at the Bureau's website: <http://bbmr.guam.gov>.

Equipment / Capital Listing & Space Requirement Form [BBMR EL-1] Instructions

Equipment / Capital Listing:

Description: Provide a description of *each* equipment / capital item assigned and / or used by each department or agency program.

Quantity: Reflect the number of each type of item(s).

Percentage of Use: Reflect the percentage of use per equipment / capital whether the item(s) is (are) to be partially or fully used by the program. For example, if a computer is to be used exclusively by Program A, reflect "100%" in the respective field. If the said computer is to be shared equally by Program A and B, "50%" should be reflected in the respective field for each program.

Comments: This column is available to provide specific details on respective items. Use if necessary.

Equipment Threshold: Pursuant to Title 5, Ch. IV, §4117, Equipment is defined as, "items having a purchase price of \$5,000 or less." Items having a purchase price in excess of \$5,000 are defined as Capital Outlay.

Space Requirement (Sq. Ft.):

Description: Provide a description of personnel and / or equipment / capital requiring occupancy of department / agency space. Include rental space.

Total Program Space: Reflect each program's total occupied and unoccupied space (in square feet).

Total Program Space Occupied: Reflect the total program occupied space defined as workspace used for personnel, computers, copiers, file cabinets, library, break/lounge rooms and other work-related areas to include parking space. Unoccupied space may be defined as space used for storage, vacant rooms and other non work-related areas.

Square Feet: Reflect total space requirement (in square feet) for personnel and / or office equipment / capital items. Total square footage is computed by multiplying width by length. For example, an office 10 feet in width and 10 feet in length occupies a total area of 100 square feet (10 ft. X 10 ft. = 100 sq. ft.).

Percent of Total Program Space: This percent is computed by dividing the square feet for each item listed by the total program space. For example, if total program space is 1,000 sq. ft. and the item occupies 100 sq. ft., the Percent of Total Program Space value is .10 or 10% (100 sq. ft. ÷ 1,000 sq. ft.)

Comments: This column is available to provide additional information. Use if necessary.

An electronic version of this form is available at the Bureau's website: <http://bbmr.guam.gov>.

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2024
BUDGET DOCUMENT CHECKLIST**

Department/Agency: _____
Division/Program: _____

Date Received by BBMR: _____
Date Reviewed: _____

	Department/Agency		BBMR	
	Yes	No	Yes	No
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	_____	_____	_____	_____
Does the SUMMARY digest totals equal the totals on the detail pages?	_____	_____	_____	_____
Are the required budget forms attached?	_____	_____	_____	_____
a. Agency Budget Certification [BBMR ABC]	_____	_____	_____	_____
b. Agency Narrative Form [BBMR AN-N1]	_____	_____	_____	_____
c. Decision Package [BBMR DP-1]	_____	_____	_____	_____
d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]	_____	_____	_____	_____
e. FY 2024 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	_____	_____	_____	_____
f. FY 2023 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	_____	_____	_____	_____
g. Federal Program Inventory Form [BBMR FP-1]	_____	_____	_____	_____
h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	_____	_____	_____	_____
i. Prior Year Obligation Form [BBMR PYO-1]	_____	_____	_____	_____
Are the E-Files attached for all budget forms?	_____	_____	_____	_____
I. Agency Budget Certification [BBMR ABC]	_____	_____	_____	_____
1. Is the budget certified as to its accuracy and BBMR requirements.	_____	_____	_____	_____
II. Agency Narrative Form [BBMR AN-N1]	_____	_____	_____	_____
1. Is the mission statement correct and consistent with the department/agency's enabling act?	_____	_____	_____	_____
2. Are the goals and objectives correct and consistent with the department/agency's mission?	_____	_____	_____	_____
III. Decision Package [BBMR DP-1]	_____	_____	_____	_____
1. Is activity description correct?	_____	_____	_____	_____
2. Is major objective correct?	_____	_____	_____	_____
3. Are short term goals correct?	_____	_____	_____	_____
4. Is workload output reflected correctly?	_____	_____	_____	_____
IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]	_____	_____	_____	_____
A.) Budget Digest Form [BBMR BD-1]	_____	_____	_____	_____
<u>Personnel Services</u>	_____	_____	_____	_____
1. Are figures reflected consistent with the attached staffing pattern(s)?	_____	_____	_____	_____
2. Are amounts reflected in each column accurate?	_____	_____	_____	_____
3. Are computations correct?	_____	_____	_____	_____
<u>Operations</u>	_____	_____	_____	_____
1. Are the amounts reflected under columns, "Governor's Request," for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A - REVISED)?	_____	_____	_____	_____
2. Are amounts reflected in each column accurate?	_____	_____	_____	_____
3. Are computations correct?	_____	_____	_____	_____
<u>Utilities</u>	_____	_____	_____	_____
Are amounts reflected in each column correct?	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____
Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]?	_____	_____	_____	_____
<u>Full Time Equivalencies (FTEs)</u>	_____	_____	_____	_____
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	_____	_____	_____	_____
B.) Off-Island Travel Form [BBMR TA-1] (Schedule A)	_____	_____	_____	_____
1. Is the purpose/justification for travel defined?	_____	_____	_____	_____
2. Is/Are the travel date(s) and number of travelers reflected?	_____	_____	_____	_____
3. Is/Are the position title(s) of the traveler(s) reflected?	_____	_____	_____	_____
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	_____	_____	_____	_____
C.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B-F)	_____	_____	_____	_____
1. Are "Items" under schedules B - F listed in <u>detail</u> ?	_____	_____	_____	_____
2. Is the "Quantity" and "Unit Price" under schedules B - F reflected for respective items?	_____	_____	_____	_____
3. Are corresponding FY 2023 Authorized levels under schedules B - F indicated?	_____	_____	_____	_____
V. Agency Staffing Pattern Forms [BBMR SP-1]	_____	_____	_____	_____
1. Are position titles correct?	_____	_____	_____	_____
2. Are all LTA and Temp. positions properly identified?	_____	_____	_____	_____
3. Are position numbers reflected?	_____	_____	_____	_____
4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP)?	_____	_____	_____	_____
5. Are filled positions funded?	_____	_____	_____	_____
6. Are increment amounts reflected?	_____	_____	_____	_____
7. Are rates reflected under "Benefits" correct?	_____	_____	_____	_____
8. Are computations correct?	_____	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-1]	_____	_____	_____	_____
Is the form complete and accurate?	_____	_____	_____	_____
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	_____	_____	_____	_____
1. Is the description of the equipment and/or capital item(s) detail?	_____	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	_____	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	_____	_____	_____	_____
VIII. Prior Year Obligation Form [BBMR PYO-1]	_____	_____	_____	_____

CERTIFIED AS TO COMPLETENESS AND ACCURACY			
DEPARTMENT:		BBMR ACTION:	
Prepared By: _____	_____	<input type="checkbox"/> Recommendation	<input type="checkbox"/> Approval
	Date	<input type="checkbox"/> Disapproval	
Approved By: _____	_____	_____ Analyst	
(Signature of Dept./Agency Head)		_____ Date	
	Date		

**Government of Guam
Fiscal Year 2024**

Agency Budget Certification

Agency: _____

Agency Head: _____

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head: _____

(Signature)

Date: _____

**Government of Guam
Fiscal Year 2024 Budget
Department / Agency Narrative**

FUNCTION: _____

DEPT. / AGENCY: _____

MISSION STATEMENT:

GOALS AND OBJECTIVES:

**Decision Package
FY 2024**

Department/Agency: _____ Division/Section: _____

Program Title: _____

Activity Description:

Major Objective(s):

Short-term Goals:

Workload Output			
Workload Indicator:	FY 2022 Level of Accomplishment	FY 2023 Anticipated Level	FY 2024 Projected Level

Government of Guam
Fiscal Year 2024
Budget Digest

[BBMR BD-1]

Function:
Department:
Program:
Fund:

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request	FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request	FY 2022 Expenditures & Encumbrances	FY 2023 Authorized Level	FY 2024 Governor's Request	FY 2022 Expenditures & Encumbrances (A + D + G)	FY 2023 Authorized Level (B + E + H)	FY 2024 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	0	0	0	0	0	0	0	0
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Schedule A - Off-Island Travel

Department/Agency:

Division:

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2024 Request	FY 2023 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Contractual			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2024 Request	FY 2023 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Supplies & Materials			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2024 Request	FY 2023 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Equipment			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2024 Request	FY 2023 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Miscellaneous			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2024 Request	FY 2023 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Capital Outlay			\$ -	\$ -	\$ -

Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT:

PROGRAM:

FUND:

Input by Department											Input by Department								
No.	(A) Position Number	(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J * 28.43%) 2/	(L) Retire (DDI) (\$19.01*26PP) 3/	(M) Social Security (6.2% * J)	Benefits			(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL	
								Date	Amt.					(N) Medicare (1.45% * J)	(O) Life 4/	(P) Medical (Premium)			(Q) Dental (Premium)
1					\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2					0	0	0		0	0	0	0	0	0	0	0	0	0	0
3					0	0	0		0	0	0	0	0	0	0	0	0	0	0
4					0	0	0		0	0	0	0	0	0	0	0	0	0	0
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
Grand Total:				---	\$0	\$0	\$0	---	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* Night Differential / Hazardous / Worker's Compensation / etc

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

2/ FY 2024 (Current) GovGuam contribution rate of 28.43% for the Government of Guam Retirement is subject to change

3/ FY 2024 (Current) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change

4/ FY 2024 (Current) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change

Government of Guam
Fiscal Year 2024
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

Input by Department												
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) (D+E+F+G+H+I+J) Subtotal	
					(E)		(F)	(G)	(H)	(I)		(J)
					1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%		
1				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2				0	0	0	0	0	0	0	0	
3				0	0	0	0	0	0	0	0	
4				0	0	0	0	0	0	0	0	
5				0	0	0	0	0	0	0	0	
6				0	0	0	0	0	0	0	0	
7				0	0	0	0	0	0	0	0	
8				0	0	0	0	0	0	0	0	
9				0	0	0	0	0	0	0	0	
10				0	0	0	0	0	0	0	0	
11				0	0	0	0	0	0	0	0	
12				0	0	0	0	0	0	0	0	
13				0	0	0	0	0	0	0	0	
14				0	0	0	0	0	0	0	0	
15				0	0	0	0	0	0	0	0	
16				0	0	0	0	0	0	0	0	
17				0	0	0	0	0	0	0	0	
18				0	0	0	0	0	0	0	0	
19				0	0	0	0	0	0	0	0	
20				0	0	0	0	0	0	0	0	
21				0	0	0	0	0	0	0	0	
22				0	0	0	0	0	0	0	0	
23				0	0	0	0	0	0	0	0	
24				0	0	0	0	0	0	0	0	
25				0	0	0	0	0	0	0	0	
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT:

PROGRAM:

FUND:

Input by Department										Input by Department												
No.	(A) Position Number	(B) Position Title 1/	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal (E+F+G+I)	(K) Retirement (J * 28.43%)	(L) Retire (DDI) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(O) Life 2/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date							\$0	\$0	\$0					
1					\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
3					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
4					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
5					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
6					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
7					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
8					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
9					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
10					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
11					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
12					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
13					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
14					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
15					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
16					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
17					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
18					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
19					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
20					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
21					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
22					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
23					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
24					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
25					0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				---	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
2/ FY 2023 GovGuam contribution for Life Insurance is \$187 per annum

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

Input by Department												
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) (D+E+F+G+H+I+J) Subtotal	
					(E) 1/ Night Differential Pay 10%	(F) 2/ Hazard 10%	(G) 3/ Hazard 8%	(H) 4/ Nurse Sunday Pay 1.5	(I) 5/ Nurse Pay 1.5	(J) 6/ EMT Pay 15%		
1				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2				0	0	0	0	0	0	0	0	0
3				0	0	0	0	0	0	0	0	0
4				0	0	0	0	0	0	0	0	0
5				0	0	0	0	0	0	0	0	0
6				0	0	0	0	0	0	0	0	0
7				0	0	0	0	0	0	0	0	0
8				0	0	0	0	0	0	0	0	0
9				0	0	0	0	0	0	0	0	0
10				0	0	0	0	0	0	0	0	0
11				0	0	0	0	0	0	0	0	0
12				0	0	0	0	0	0	0	0	0
13				0	0	0	0	0	0	0	0	0
14				0	0	0	0	0	0	0	0	0
15				0	0	0	0	0	0	0	0	0
16				0	0	0	0	0	0	0	0	0
17				0	0	0	0	0	0	0	0	0
18				0	0	0	0	0	0	0	0	0
19				0	0	0	0	0	0	0	0	0
20				0	0	0	0	0	0	0	0	0
21				0	0	0	0	0	0	0	0	0
22				0	0	0	0	0	0	0	0	0
23				0	0	0	0	0	0	0	0	0
24				0	0	0	0	0	0	0	0	0
25				0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam
Federal Program Inventory
FY 2023 (Current) / FY 2024 (Estimated) Funding**

[BBMR FP-1]

FUNCTION:
DEPARTMENT/AGENCY:
PROGRAM:

Federal Grantor Agency / Federal Project Title	A	B	C	D	E	F	G	H	I
	C.F.D.A./ SAM No. / Enabling Authority	Grant Award Number	Match Ratio Federal / Local:	FY 2023	FY 2024				
				Received / Projected	Estimated Funding	Local Matching Funds	Federal Matching Funds	100% Federal Grants	Grant Period

Bureau of Budget Management Research
 Prior Year Obligations (FY 2023 and PriorFYs)

A	B	C	D	E	F	G
Transaction/ Obligation Date	Transaction Type	Vendor	General Fund (\$)	Special Fund (\$)	Federal Fund (\$)	Reasons for Nonsubmittal or Nonpayment
Total			\$0.00	\$0.00	\$0.00	

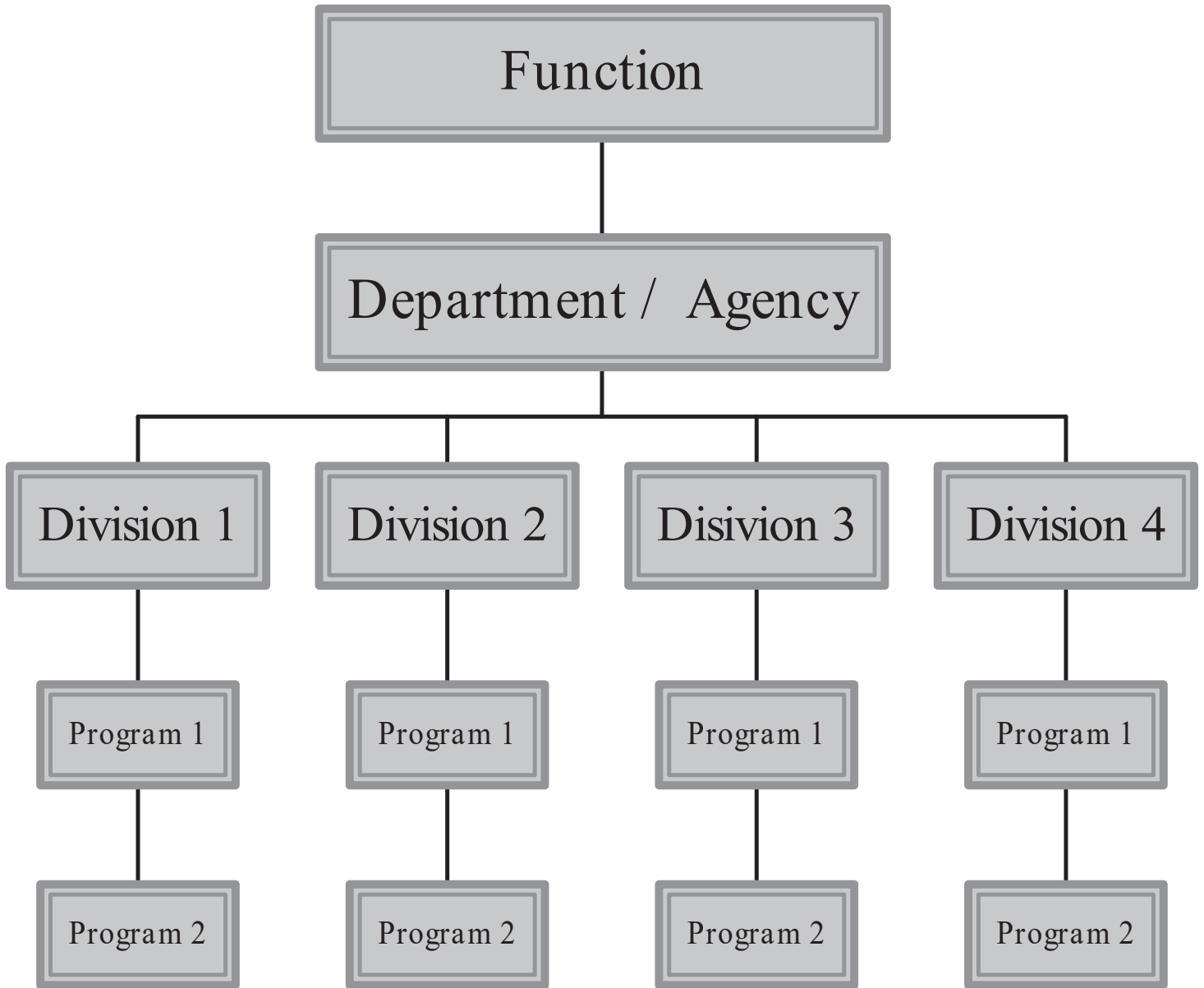
Notes:
 Column A: Completion date of transaction or event prior to October 1, 2023.
 Column B: Transaction Type such as personnel action, contracts, etc.
 Column C: Vendor or Party owed
 Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
 Column G: Note item of concern.

APPENDICES

**[Note: Download Appendices D, E & F from
BBMR's website (<http://bbmr.guam.gov>)]**

I

Government of Guam Departmental Organizational Chart



Government of Guam

[APPENDIX B]

FY2023 - GROUP HEALTH INSURANCE PROGRAM RATES

Actives - Bi-Weekly Rates; Retirees - Semi-Monthly Rates

**Medical rates includes the TPA fees payable to TakeCare for the administration of the self funded Rx and dental plans

MEDICAL RATES							
HSA2000							
PLAN	CLASS	SELECTCARE** - HSA2000			TAKECARE - HSA2000		
		TOTAL	GOV	EMP	TOTAL	GOV	EMP
HSA2000 ACTIVE	I	\$159.84	\$102.75	\$57.08	\$110.46	\$108.42	\$2.04
	II	\$321.89	\$165.90	\$155.99	\$222.14	\$177.06	\$45.08
	III	\$263.12	\$132.45	\$130.68	\$181.37	\$145.16	\$36.21
	IV	\$428.73	\$214.73	\$214.00	\$293.26	\$234.43	\$58.83
HSA2000 RETIREE	I	\$406.58	\$281.53	\$125.05	\$289.88	\$287.67	\$2.21
	II	\$814.30	\$535.79	\$278.51	\$596.72	\$547.88	\$48.84
	III	\$678.74	\$442.17	\$236.57	\$495.17	\$455.94	\$39.23
	IV	\$1,106.12	\$728.98	\$377.13	\$814.06	\$750.33	\$63.73
PPO1500							
PLAN	CLASS	SELECTCARE** - PPO1500			TAKECARE - PPO1500		
		TOTAL	GOV	EMP	TOTAL	GOV	EMP
PPO1500 ACTIVE	I	\$359.64	\$201.84	\$157.80	\$284.88	\$207.51	\$77.36
	II	\$752.32	\$381.71	\$370.62	\$586.38	\$392.87	\$193.51
	III	\$593.33	\$299.90	\$293.43	\$458.33	\$312.61	\$145.71
	IV	\$976.43	\$491.68	\$484.75	\$750.51	\$511.38	\$239.13
PPO1500 RETIREE	I	\$712.35	\$544.02	\$168.33	\$633.97	\$550.16	\$83.81
	II	\$1,483.08	\$1,077.06	\$406.02	\$1,298.78	\$1,089.15	\$209.64
	III	\$1,210.79	\$886.77	\$324.02	\$1,058.40	\$900.55	\$157.85
	IV	\$2,000.19	\$1,468.32	\$531.87	\$1,748.73	\$1,489.66	\$259.06
RETIREE SUPPLEMENTAL PLAN (RSP) - Medicare Eligibility Requirements - Enrolled in Medicare A & B							
PLAN	CLASS	SELECTCARE** - RSP			TAKECARE - RSP		
		TOTAL	GOV	EMP	TOTAL	GOV	EMP
RSP	I	\$347.33	\$187.99	\$159.34	\$194.13	\$194.13	\$0.00
	Ila	\$679.37	\$366.23	\$313.14	\$378.33	\$378.33	\$0.00
	Iib	\$1,023.82	\$1,023.82	\$0.00	\$1,230.35	\$1,035.91	\$194.44
	III	\$819.48	\$819.48	\$0.00	\$907.26	\$833.25	\$74.01
	IVa	\$1,170.69	\$1,070.59	\$100.10	\$1,091.93	\$1,091.93	\$0.00
	IVb	\$1,550.33	\$1,550.33	\$0.00	\$2,024.08	\$1,571.67	\$452.41
DENTAL RATES							
PLAN	CLASS	DENTAL - GovGuam Self-Insured - Administered by TakeCare					
		TOTAL	GOV	EMP	TOTAL	GOV	EMP
DENTAL ACTIVE	I	\$18.18	\$10.49	\$7.69			
	II	\$38.98	\$13.80	\$25.18			
	III	\$31.43	\$11.41	\$20.03			
	IV	\$51.76	\$18.62	\$33.14			
DENTAL RETIREE	I	\$19.70	\$11.36	\$8.33			
	II	\$42.23	\$14.95	\$27.28			
	III	\$34.05	\$12.36	\$21.70			
	IV	\$56.07	\$20.17	\$35.90			
MEDICAL & DENTAL CLASSES	ACTIVE, RETIREE, & SURVIVOR						
	CLASS I	Subscriber Only (No Dependents)					
	CLASS II	Subscriber + Spouse (Domestic Partner) Only					
	CLASS III	Subscriber + Child/ren Only					
	CLASS IV	Subscriber + Family (Spouse/Domestic Partner & Child/ren)					
	RETIREE SUPPLEMENTAL PLAN (RSP)						
	MEDICARE A & B PRIMARY						
	CLASS I	RSP Subscriber Only					
	CLASS IIa	RSP Subscriber + RSP Spouse/Domestic Partner					
	RSP DEPENDENTS NOT MEDICARE ENROLLED						
CLASS Iib	RSP Subscriber + Non-Medicare Spouse/Domestic Partner						
CLASS III	RSP Subscriber + Non-Medicare Child/ren						
CLASS IVa	RSP Subscriber + RSP Spouse/Domestic Partner + Non-Medicare Child/ren						
CLASS IVb	RSP Subscriber + Non-Medicare Spouse/Domestic Partner & Child/ren						

Edward M Birn
Date:2022-09-09
T10:23:11+10:00

EDWARD M. BIRN, Director
Department of Administration

9/9/2022

**Government of Guam - FY2023 Group Health Insurance Program Rates
TAKE CARE & SELECT CARE**

MEDICAL RATES (ACTIVE):

SELECT CARE - HSA 2000	Gov	# PP	Per Annum	Circular
Class I	\$102.75	26	\$2,671.50	\$2,672.00
Class II	\$165.90	26	\$4,313.40	\$4,314.00
Class III	\$132.45	26	\$3,443.70	\$3,444.00
Class IV	\$214.73	26	\$5,582.98	\$5,583.00

TAKECARE - HSA 2000	Gov	# PP	Per Annum	Circular
Class I	\$108.42	26	\$2,818.92	\$2,819.00
Class II	\$177.06	26	\$4,603.56	\$4,604.00
Class III	\$145.16	26	\$3,774.16	\$3,775.00
Class IV	\$234.43	26	\$6,095.18	\$6,096.00

SELECTCARE - PPO 1500	Gov	# PP	Per Annum	Circular
Class I	\$201.84	26	\$5,247.84	\$5,248.00
Class II	\$381.71	26	\$9,924.46	\$9,925.00
Class III	\$299.90	26	\$7,797.40	\$7,798.00
Class IV	\$491.68	26	\$12,783.68	\$12,784.00

TAKECARE - PPO 1500	Gov	# PP	Per Annum	Circular
Class I	\$207.51	26	\$5,395.26	\$5,396.00
Class II	\$392.87	26	\$10,214.62	\$10,215.00
Class III	\$312.61	26	\$8,127.86	\$8,128.00
Class IV	\$551.38	26	\$14,335.88	\$14,336.00

DENTAL RATES (ACTIVE):

TAKECARE	Gov	# PP	Per Annum	Circular
Class I	\$10.49	26	\$272.74	\$273.00
Class II	\$13.80	26	\$358.80	\$359.00
Class III	\$11.41	26	\$296.66	\$297.00
Class IV	\$18.62	26	\$484.12	\$485.00



GOVERNMENT OF GUAM
RETIREMENT FUND
 STABILITY · SECURITY · REWARDS

Lourdes A. Leon Guerrero
 Governor

Joshua F. Tenorio
 Lieutenant Governor

Paula M. Blas
 Director

Trustees:

Wilfred P. Leon Guerrero, Ed.D.
 Chairman

Antolina S. Leon Guerrero
 Vice Chair

Katherine T.E. Taitano
 Secretary
 Chair, Members and Benefits Committee

Artemio R.A. Hernandez, Ph.D.
 Treasurer
 Chair, Investment Committee

Thomas H. San Agustin
 Trustee

David N. Sanford
 Trustee

George A. Santos
 Trustee

September 14, 2022

MEMORANDUM

To: All Department & Agency Heads
 From: Director, Retirement Fund
 Subject: **FY 2023 Government Rate of Contribution and Premium Rates for Survivor Death & Disability Insurance**

Relative to the new rates which take effect on pay period ending October 22, 2022, please note the following:

1. In accordance with Public Law 36-107, Chapter XIII, Part II, Section 3, the government's rate of contribution to the Retirement Fund for Fiscal Year 2023 is **28.43%**.
2. The survivor death and disability insurance premium rates for members of the Defined Contribution (DC) Retirement System, **remains unchanged**, as follows:

Benefit	Premium Rate Per Member
Survivor Death	\$ 5.77
Long Term Disability	13.24
Total Per Pay Period	\$19.01

If a DC Plan member is receiving long-term disability benefits, only the survivor death premium of \$5.77 per pay period, is due for that member.

Please be reminded that in accordance with the Fund's Board Policy and Public Law 36-107, Chapter XII, Section 1, members who meet the minimum eligibility requirements for retirement will be allowed to retire, only upon the complete remittance of outstanding employee and employer contributions for the member, including any and all fees, interest, and penalties. All contributions for the present fiscal year must also be current. In addition, outstanding contributions will be assessed interest and penalties in accordance with 4 GCA Chapter 8 §8137 (c).

Should you have any questions regarding this matter, please contact Ms. Ceria Magdalera at 475-8931.



Paula M. Blas

424 Route 8
 Maite, Guam 96910
 Tel: 671.475.8900
 Fax: 671.475.8922
 www.ggrf.com

**Arrangement of FY 2024 Budget Package
For Submission to BBMR:**

- **Budget Document Checklist [BBMR BDC-1]**
- **Memorandum / Transmittal to BBMR**
- **Agency Budget Certification [BBMR ABC]**
- **Departmental Organizational Chart**
- **Agency Narrative Form [BBMR AN-N1]**
- **Decision Package Form [BBMR DP-1]**
- **Program Budget Digest Form(s):**
 - **Budget Digest Form [BBMR BD-1]**
 - **Off-Island Travel Form [BBMR TA-1] (Schedule A)**
 - **Operational Requirements [BBMR96A] (Schedules B ~ F)**
- **FY 2024 Agency Staffing Patterns [BBMR SP-1] - PROPOSED**
- **FY 2023 Agency Staffing Patterns [BBMR SP-1] – CURRENT**
- **Federal Program Inventory [BBMR FP-1]**
- **Equipment / Capital Listing / Office Space Requirements [BBMR EL-1]**
- **Prior Year Obligation Form [BBMR PYO-1]**



OFFICE OF THE PRESIDENT
Legal Counsel

VIA-ELECTRONIC MAIL

Joseph B. McDonald, Esq.
McDonald Law Office
173 Aspinall Avenue, Ste 207A
Hagatna, Guam 96910

November 30, 2022

RE: UOG Response to October 31, 2022 Draft UOG-Guam Ethics Commission MOU

Dear Mr. McDonald,

My client has reviewed your client's October 31, 2022 Draft UOG-Guam Ethics Commission MOU. This shall serve as formal notice that my client does not accept said draft and, after due consideration of the services that UOG must provide under it, UOG has determined that it no longer desires to enter such MOU with your client and hereby withdraws from negotiating its terms.

Please contact me at 735-2990 if you have any questions.

Sincerely,

ANTHONY R. CAMACHO, ESQ.
UOG General Counsel



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam

New Business

a. Commission to take action on the following cases:

ETH-22-003-OT-202	ETH-22-014-CI-203	ETH-22-025-OT-202
ETH-22-004-UT-201	ETH-22-015-OT-203	ETH-22-026-OT-202
ETH-22-005-COI-202	ETH-22-016-CI-202	ETH-22-027-CI-202
ETH-22-007-COI-203	ETH-22-017-CI-201	ETH-22-028-OT-202
ETH-22-008-UT-203	ETH-22-018-CI-201	ETH-22-029-OT-202
ETH-22-009-UT-203	ETH-22-019-CI-202	ETH-22-030-UT-202
ETH-22-010-CI-201	ETH-22-021-CI-203	ETH-22-031-OT-201
ETH-22-011-UT-203	ETH-22-022-OT-201	ETH-22-032-OT-201
ETH-22-012-COI-202	ETH-22-023-OT-201	ETH-22-033-OT-201
ETH-22-013-COI-202	ETH-22-024-OT-201	ETH-22-034-OT-202
		ETH-22-201-COI-204



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam

Closed Proceedings-4 GCA 15 §15401

ETH-22-003-OT-202	ETH-22-014-CI-203	ETH-22-025-OT-202
ETH-22-004-UT-201	ETH-22-015-OT-203	ETH-22-026-OT-202
ETH-22-005-COI-202	ETH-22-016-CI-202	ETH-22-027-CI-202
ETH-22-007-COI-203	ETH-22-017-CI-201	ETH-22-028-OT-202
ETH-22-008-UT-203	ETH-22-018-CI-201	ETH-22-029-OT-202
ETH-22-009-UT-203	ETH-22-019-CI-202	ETH-22-030-UT-202
ETH-22-010-CI-201	ETH-22-021-CI-203	ETH-22-031-OT-201
ETH-22-011-UT-203	ETH-22-022-OT-201	ETH-22-032-OT-201
ETH-22-012-COI-202	ETH-22-023-OT-201	ETH-22-033-OT-201
ETH-22-013-COI-202	ETH-22-024-OT-201	ETH-22-034-OT-202
		ETH-22-201-COI-204