



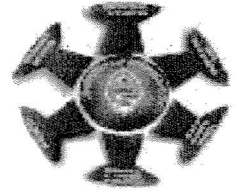
Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

DIRECTOR'S OFFICE
(Ufisinan Direktot)

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Benita A. Manglona
Director
Anthony C. Blaz
Deputy Director

HRD NO.: OG-09-0313C

MAY 21 2013

2013 MAY 23 AM 9:56

Honorable Judith T. Won Pat, Ed.D
Speaker
I Mina'Trenta Dos Na Liheslaturan Guåhan
155 Hessler Place
Hagåtña, Guam 96910

RE: Creation of Position

Dear Madame Speaker:

Buenas yan Håfa Adai! *I Mina'Trenta Dos Na Liheslaturan Guåhan* is respectfully requested to file for record the attached creation of the Disclosure Officer position within the classified service, pursuant to §6303 (c) (2), Chapter 6, Title 4 of the Guam Code Annotated. This position will be located within the Department of Revenue and Taxation; the requirements for the creation of this position have been fulfilled.

Should you have any questions or require additional information, please contact our Classification and Pay Branch, Human Resources Division at 475-1201/1131/1219/1265. *Dångkolo na Agradesimiento!*

Benita Manglona

BENITA A. MANGLONA, Director
Department of Administration

Office of the Speaker

Judith T. Won Pat, Ed. D.

Date 5/21/13

Time 2:57

Received by Falk

32-13-430

Office of the Legislative Secretary

Senator Tina Rose Muiña Barnes

Date 5-21-13

Time 3:35

Received by B

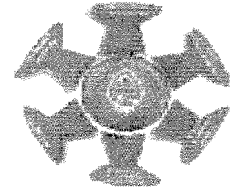
Attachment

Acknowledged By:
Secretary of the Legislature <i>I Mina'Trenta Dos Na Liheslaturan Guåhan</i>
Date:



GOVERNMENT OF GUÁHAN
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)



Eddie Baza Calvo
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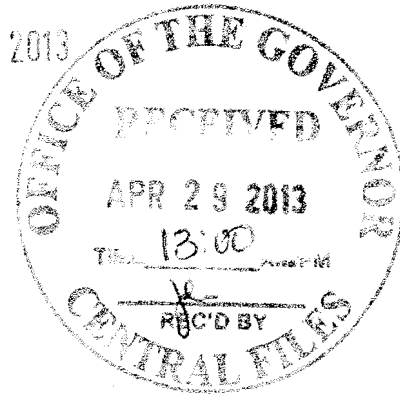
Benita A. Manglona
Director
Anthony C. Blaz
Deputy Director

HRD NO.: OG-09-0313B

APR 29 2013

MEMORANDUM

To: Governor of Guam
From: Director, Department of Administration
Subject: Proposed Creation
RE: Disclosure Officer



Buenas yan Háfa Adai! This is to respectfully request your final approval to create the Disclosure Officer position within the classified service pursuant to §6303, Chapter 6, Title 4 of the Guam Code Annotated. This position will be located within the Department of Revenue and Taxation, and reports to the Deputy Tax Commissioner.

The Disclosure Officer position is being proposed in order to conform with the monitoring of disclosure requirements, in accordance with the Guam Territorial Income Tax Laws (GTIT), §6103. It will serve as the liaison during the Safeguard review of the Department of Revenue and Taxation with the IRS Disclosure Specialist; conduct annual Disclosure Awareness Training and administering the departments Oath procedures to all incoming employees and temporary staffs. The proposed is responsible for establishing policies and procedures as set forth in Publication 1075, Safeguards for Protecting Federal Tax Returns. The above proposed referenced position is instrumental to the Department of Revenue and Taxation in order to conform to the safeguarding requirements and disclosure laws on tax return and return information.

Attached for your review are the proposed job specification and other documents relative to the creation of this position. We humbly request your favorable consideration.

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1265/1201/1219. *Dângkolo na Agradesimiento!*

Benita Manglona
BENITA A. MANGLONA

Attachments

<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
EDDIE BAZA CALVO, Governor	
Date:	<i>[Signature]</i>

Department of Administration
Human Resources Division

MAY 08 2013

Administrative Office

DIRECTOR'S OFFICE

MAY 03 2013

CF00413-1759

DISCLOSURE OFFICER**NATURE OF WORK IN THIS CLASS:**

Manages the Disclosure of Information and Safeguard programs and policies of the Department of Revenue and Taxation.

Employee serves as the primary contact for tax information exchanges with Federal and Local governments. Employee is responsible for oversight of, and adherence to, the exchange provisions of the Basic and Implementing Agreements with one or more local agencies regarding income tax matters.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops, disseminates, and administers specific local programs, practices, and procedures in accordance with regulatory, national, and area guidelines.

Establishes policies and procedures as set forth in Publication 1075, Safeguards for Protecting Federal Tax Returns and Return information.

Reviews and approves the release and non-release of extremely sensitive and classified tax information exchange of the Department of Revenue and Taxation.

Provides technical guidance and direction to internal and external customers on Disclosure/Privacy matters.

Coordinates the release and non-release of information requests in compliance with the Freedom of Information Act (FOIA), the Sunshine Act (SA), and the Privacy Act (PA) of 1974.

Reviews and researches requests for selected assignments under Internal Revenue Code (IRC) Section 6103; analyzes and prepares appropriate correspondence.

Coordinates the exchange of federal tax and other official information between the IRS, the public and authorized representatives of the state taxing agencies, other federal agencies, local government and U.S. Attorneys to ensure timely response with appropriate delegated signatures for review.

Conducts internal inspections to ensure that the department is in compliance with Publication 1075 regarding safeguarding Federal Tax Information (FTI).

Coordinates demands for testimony and/or production of records from private and government attorneys. Accompanies and/or provides disclosure advice to employees and counsel during testimony appearances; Secures appropriate clearance from legal counsel.

DISCLOSURE OFFICER

Serves as a liaison during the Safeguard review of the department; Schedules and coordinates employees for interviews and walk through with the IRS Disclosure Specialist; Prepares response for the Director's approval to the recommendations provided after the review. Ensures the IRS recommendations are implemented.

Provides information to Operating/Functional Division regarding disclosure of information under the Disclosure/Privacy statutes.

Conducts annual Disclosure Awareness training related to the Freedom of Information Act (FOIA), Sunshine Act (SA), Privacy Act (PA), IRC Section 6103, Guam Code Annotated Section 26120 and other Disclosure/Privacy statutes.

Prepares and submits electronic reports to the IRS Disclosure Office in a timely manner as required by IRS Pub 1075.

Performs functional and/or quality reviews in other Functional or Operating Divisions in order to determine compliance with Disclosure/Privacy Regulations. Provide necessary report of findings and recommendation for appropriate management official.

Develops, reviews, assess, and approves negotiated agreements, MOU's, and electronic data exchanges to ensure disclosure policy and procedures are followed by all parties.

Administers the departments Oath procedures to all incoming employees and temporary staffs; responsible to keep a database of employees who have taken the oath as well as responsible for updating these oaths and records on an annual basis.

Analyzes, prepares and responds to requests and all FOIA/SA/PA requests; gathers prepares and responds to all Ex Parte court orders.

Assists Federal and Local Law Enforcement with the department's public records and maintains confidentiality to protect their ongoing investigation; Reviews private contractors and federal and local agencies receiving tax information.

Researches and analyzes AS400 system and other branches in response to casework; Document case files as the actions occur.

Performs related duties as required.

DISCLOSURE OFFICER

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of disclosure legislation, such as the Freedom of Information Act (FOIA), Internal Revenue Code Section 6103, Sunshine Act (SA), Guam Code Annotated (GCA) Section 26120, the Privacy Act, and the policies and procedures there under, and their application to DRT/IRS records, information and operations.

Knowledge in applying analytical techniques used to resolve recurring technical problems and issues where Disclosure/Privacy statutes and guidelines must be interpreted in comparable Disclosure/Privacy matters.

Knowledge of oral and written communication techniques to document actions taken on case files and to meet and deal with taxpayers and other internal and external customers.

Knowledge of the disclosure programs, its purpose, the availability and use as needed to perform research and functional reviews.

Knowledge of Internal Revenue Code, IRMs, GCA and other laws and guidelines, and their application to the Department's records, information, and operations as they relate to the administration of tax laws.

Ability to apply analytical techniques to resolve recurring technical problems and issues where Disclosure/Privacy statutes and guidelines must be interpreted in comparable to Disclosure/Privacy matters.

Ability to interpret and apply pertinent disclosure laws, rules, regulations, court decisions and other technical guidelines.

Ability to make work decisions in accordance with program guidelines.

Ability to maintain confidential information.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operations of a motor vehicle.

DISCLOSURE OFFICER

MINIMUM EXPERIENCE AND TRAINING:

- A.) Four years of experience as a Disclosure Officer, Revenue Agent IV, Tax Investigator II or equivalent work, and graduation from a recognized college or university with a Bachelor's Degree in accounting, business administration or related field.
- B.) Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: **APRIL 2013**

PAY GRADE: **P**

HAY EVALUATION:	KNOW-HOW:	E II 2	304
	PROBLEM SOLVING:	E 3 38%	115
	ACCOUNTABILITY:	E 3 C	152
	TOTAL POINTS:		571



BENITA A. MANGLONA, Director
Department of Administration



EDDIE BAZA CALVO
Governor of Guam

MAY 03 2013