



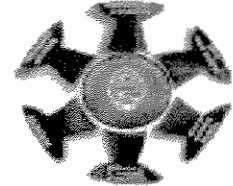
**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)

Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

**HRD NO.: OG-14-0130B**

Senator Tina Rose Muna Barnes,  
Legislative Secretary/Majority Whip Leader  
I Mina' Trenta Dos Na Liheslaturan Guåhan  
155 Hessler Place  
Hagåtña, Guam 96910

Subject: Creation of Position

APR 10 2014

32-14-1512

Date 4/16/14  
Time 2:02 PM  
Received by [Signature]

2014 APR 16 PM 2:27

**RE: Anti-Terrorism Program Manager**

Dear Senator Barnes:

*Buenas yan Håfa Adai!* We respectfully request to file for record the creation of the Anti-Terrorism Program Manager position within the classified service in accordance with §6303, Title 4 of the Guam Code Annotated. This position will be located within the Department of Military Affairs, Anti-Terrorism Program.

This position will be responsible for the Anti-Terrorism Program within the Department of Military Affairs. Funding for this program has been provided by the National Guard Bureau since 2006 for its anti-terrorism, force protection and security operations programs. In 2009, the National Guard Bureau provided Military Affairs with federal funding to hire an Anti-Terrorism Program Manager; however the government did not have the position at the time. Military Affairs in the interim hired a Chief of Safety & Security Officer on a temporary basis, but this position does not identify the full gamut of the duties and responsibilities of the job and thus this request to create the Anti-Terrorism Program Manager.

Attached is a copy of the class specification for the Anti-Terrorism Program Manager. Should you have any questions please contact the Human Resources Division at 475-1201/1219. *Dångkolo na Agradesimiento!*

*Benita Manglona*

BENITA A. MANGLONA, Director  
Department of Administration

**Attachments**

Acknowledged By:

Legislative Secretary/Majority Whip  
Mina' Trenta Dos Na Liheslaturan Guåhan  
Date:

1512

Office of the Legislative Secretary  
Senator Tina Rose Muna Barnes  
Date 4-16-15  
Time 1:37  
Received by [Signature]



**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
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**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

FEB 10 2014

HRD NO.: OG-14-0130A

MEMORANDUM

To: The Governor  
From: Director, Department of Administration  
Subject: Proposed Creation  
RE: Anti-Terrorism Program Manager



*Buenas yan Háfa Adai!* This is to respectfully request your approval to create the Anti-Terrorism Program Manager position within the classified service. Your approval is required pursuant to §6303 c (2), Chapter 6, Title 4 of the Guam Code Annotated (GCA). This position will be located within the Department of Military Affairs, Anti-Terrorism Program.

This position will be responsible for the Anti-Terrorism Program within the Department of Military Affairs. Funding for this program has been provided by the National Guard Bureau since 2006 for its anti-terrorism, force protection and security operations programs. In 2009, the National Guard Bureau provided Military Affairs with federal funding to hire an Anti-Terrorism Program Manager; however the government did not have the position at the time. Military Affairs in the interim hired a Chief of Safety & Security Officer on a temporary basis, but this position does not identify the full gamut of the duties and responsibilities of the job and thus this request to create the Anti-Terrorism Program Manager.

Both our department and Military Affairs have fully complied with the requirements of the transparency law as set forth in §6303 c of Chapter 6, Title 4 of the Guam Code Annotated.

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

*Benita Manglona*  
BENITA A. MANGLONA

Attachments

AF00214-0638

## ANTI-TERRORISM PROGRAM MANAGER

Administers comprehensive programs and activities on anti-terrorism, force protection and security for the Department of Military Affairs (DMA) and the Guam National Guard (GNG).

**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.)

Manages and develops the Guam National Guard Anti-Terrorism Force Protection and Security programs such as, anti-terrorism; physical, personnel and operations security; intelligence oversight and emergency management.

Develops, reviews, and implements anti-terrorism; force protection; security policies; and standards and procedures in compliance with directives and regulations of the Department of Defense (DOD), the Department of Army (DOA), and the National Guard Bureau (NGB).

Reviews, analyzes and evaluates program operations and determines the need for improvement on Standard Operation Procedures (SOP), methods, and techniques to increase efficiency and effectiveness of program operations and provides recommendation for implementation.

Develops, reviews, and implements anti-terrorism; force protection; and security plans for the Guam Army National Guard (GURANG) units and installations to protect federal and local personnel, resources and assets.

Prepares and plans for mitigation against, preparation for, response to, and recovery from terrorist acts. Advise the Adjutant General and key military and civilian leaders on all anti-terrorism matters.

Develops and conducts training, certification training and briefings for all civilian and military personnel on anti-terrorism and operation security such as Anti-Terrorism Levels I-II, Threat Briefs, and Operation Security Briefs.

Prepares the following annual assessments: Risk Assessment; Threat Assessment; Vulnerability Assessment; and Criticality Assessment utilized by Subordinate Units, Naval Base Guam, Andersen Air Force Base and Guam Homeland Security.

Collaborates and participates in emergency operations for disasters affecting military operations or to support civil authorities in anti-terrorism and force protection.

Participates with both federal and local agencies in developing integrated anti-terrorism plans; plans and conducts real work exercises, incidents or training exercises.

Conducts periodic inspections of the GUARNG installations and work areas to ensure that force protection and security measures are in compliance with regulations.

Provides recommendations on deficiencies found to improve or increase security measures.

Prepares quarterly reports on anti-terrorism and intelligence oversight for the NGB. Prepares other various reports for DMA and GNG.

Maintains all records and performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of relevant equipment, policies, procedures and strategies to promote effective local and national security operations for the protection of people, data, property, and institutions.

Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships and distribution of plant, animal and human life.

Knowledge of different philosophical systems and religions, which includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Ability to administer comprehensive anti-terrorism programs and activities.

Ability to interpret, apply and enforce pertinent policies, directives, regulations, laws and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to assess and evaluate program deficiencies to initiate and recommend improvements.

Ability to work effectively with local, federal, military, and national guard agencies.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

Four years of professional experience in Anti-Terrorism, Force Protection and Security work, three years of supervisory work experience in law enforcement or intelligence and graduation from a recognized college or university with a Bachelor's degree in public administration, criminal justices, political science, or related field.


**NECESSARY SPECIAL QUALIFICATION (NSQ):**

Must successfully complete, be certified and maintain the Anti-Terrorism Officer Level II, Operation Security Officer Level II and Security Engineering courses within six months of hire as conditions for continued employment.

Must be able to obtain and maintain a Department of Defense TOP Secret Security Clearance as conditions for continued employment.

Possession of a valid driver's license.

ESTABLISHED:	2014		
PAYGRADE:	R		
JOB EVALUATION:	KNOW-HOW	E II 3	350
	PROBLEM-SOLVING	E 4 (43%)	152
	ACCOUNTABILITY	E 3 S	200
	TOTAL POINTS:		702

  
 BENITA A. MANGLONA, Director  
 Department of Administration

  
 EDDIE BAZA CALVO  
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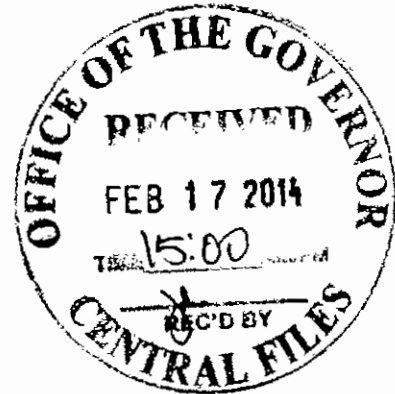
**Benita A. Manglona**  
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FEB 10 2014

HRD NO.: OG-14-0130A

MEMORANDUM

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From: Director, Department of Administration  
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FOR ROUTING		
OFFICE	INITIAL	DATE
MP	MK	2/18
SM	TR	2/19/14
COS	TR	FEB 21 2014
GN	WS	2.21.14
CFD	J	2/21/14

*Benita Manglona*  
BENITA A. MANGLONA

Attachments

CFD0214-0638