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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 21-005**

To: All Autonomous Agency Heads  
From: Director, Department of Administration  
Subject: Extension of Detail Appointments

***Buenas yan Håfa Adai!*** To continue our efforts to streamline and provide expeditious services to all government of Guam Departments/Agencies, the following reminder of the procedures regarding requests for Extension of Detail Appointments is reiterated and will be enforced.

Title 4 of the Guam Code Annotated, Ch. 4, §4117 provides for the extension of a detail appointment, in excess of ninety (90) days, upon written application to the Director of Administration; which exemption shall not extend beyond an additional ninety (90) days. It further states; No exemption shall be granted to the ninety (90) day detail limitation except upon express approval by the Director of Administration.

Please be mindful that your departments/agencies must submit a Memorandum of Request to the Director of Administration, indicating the need for the extension and the necessary documents for analysis. The written request must be submitted upon the **INITIAL** detail appointment. Any requests for compensation outside of the mandated timeframe will be in direct violation of the law and will not be processed as any payment outside the mandated timeframe will be considered "illegal", unless there is specific statutory authority for said compensation.

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1201/1219/12651. ***Dångkolo na Agradesimientol!***

  
EDWARD M. BIRN