



EDWARD M. BIRN  
Director (Direktot)

EDITH C. PANGELINAN  
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE  
(Ufisinan Direktot)

Telephone (Telifon): (671) 475-1101/1250 • Fax (Faks): (671) 477-6788



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 21-006**

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

***Buenas yan Håfa Adail!*** 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 and Rule 4.506 (E) of the Department of Administration's Personnel Rules and Regulations provides for the extension of a detail appointment, in excess of ninety (90) days, upon written application to the Director of Administration; such exception shall extend for an additional ninety (90) days within that calendar year. Furthermore, as it applies; Rule 4.506 (J), specifically states that the employee must meet the qualification requirements for the position being detailed.

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 475-1201/1219/1265! ***Dångkolo na Agradesimiento!***

  
EDWARD M. BIRN