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January 24, 2022

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-012**

To: All Department and Agency Heads

From: Director, Department of Administration

Subject: Group Health and Life Insurance Program  
**RE: Reporting Requirement**

*Hafa Adai!* As the Department that heads and assists in the process that leads to group health and life insurance coverage for employees, retirees, survivors, their covered dependents and foster children, it is the Department of Administration's (DOA) responsibility ensure compliance of contractual terms and overall administration of the plan. Thereby, DOA serves this notice to all Department/Agency personnel and payroll officers regarding the government of Guam's Group Health and Life Insurance Program and the requirement to properly have all employees, retirees and survivors complete the proper forms.

The DOA Employee Benefits Branch (Benefits Branch) and the Division of Accounts (Accounting) have initiated a series of audits on the health and life insurance program. Through these audits, it is noted that proper forms are not completed when an employee resigns, retires, terminates, or transfers to and from a department/agency. This delay in information results in premium and enrollment discrepancies and as such, issues with reconciliations and payments to carriers. The lack of proper completion of forms will result in an overbilling to agencies for employees who are no longer with the department.

As it is understood that Departments and Agencies are fully cognizant of their employees' statuses and in order to address the issue with timing, DOA requires all departments and agencies to report any employee whose employment status results in a change in work schedule (full time, part time, leave without pay, military leave without pay, Family Medical Leave Act, and/or leave sharing), resignation, retirement, termination, separation, death or transfer on a pay period basis to the Benefits Branch for proper recording and reconciliation purposes of premiums.

This reporting will assist the Benefits Branch and Accounting in addressing issues with insurance carriers and reconciliation of premium payments on a pay period basis for both the Group Health and Life Insurance Programs. Therefore, your cooperation and continued assistance in this matter is required. You may contact the Employee Benefits Branch at 475-1296/1122/1179 for assistance or information. *Si Yu'os Ma'ase!*

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