



EDWARD M. BIRN  
Director (Direktot)  
BERNADINE C. GINES  
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
DIRECTOR'S OFFICE  
(Ufjsinan Direktot)  
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

August 5, 2022

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 2022-026**

To: All Line Departments/Agencies and Autonomous Agency Heads

From: Director of Administration

Subject: **Financial Management System Critical User Determinations**

***Buenas yan Håfa Adai!***

In preparation for the transition to a new FMIS system with per user charges, Department of Administration (DOA) is requesting your immediate attention in identifying and submitting a **list of no greater than twenty (20)** of your department/agency's Financial Management System (FMS) User Identifications (IDs) **deemed critical to your respective department/agency's operations.** This list must also comply with DOA Organizational Circular #2019-032's approved user titles.

The **list of no greater than twenty (20)** critical users must be submitted in the following format:

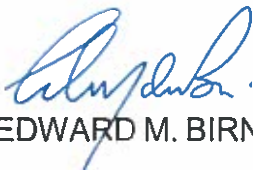
**1) User ID – Employee Name – Employee Title**

The deadline to submit your department/agency's list to the Department of Administration is not later than 5:00 p.m. on Friday, August 26, 2022.

Should you have any questions or need assistance concerning this Circular, please do not hesitate to contact Ms. Anita Arile, at 671-475-1115 or email at Anita.Arile@doa.guam.gov.

Your assistance in complying with this Circular is greatly appreciated.

***Si Yu'os Ma'ase.***

  
EDWARD M. BIRN