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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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## DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR: 2024-011

### MEMORANDUM

To: All Department and Agency Heads

From: Personnel Services Administrator, Human Resources Division  
Department of Administration

Subject: Notice of Mandatory User Training – Human Resources Management Information Systems  
**RE: On-line Request for Personnel Action (GG-1) Tracking Module**

**Buenas yan Håfa Adai!** The Department of Administration, Human Resources Division, is happy to announce the implementation of its On-line Request for Personnel Action (GG-1) Tracking Module to take effect in January 2024. The GG-1 Tracking Module will allow department and agency users to prepare and track GG-1's on-line without manually preparing a hard copy. Other Human Resources Management Information System (HRMIS) components will be announced later and described separately, such as an Employee User Portal and an On-line Job Application System. Appropriate training and orientation will be provided to all department and agency users prior to implementation of each system module. The training schedule topic and dates will be released as they become available within the next two months.

The mandatory training sessions for the **On-line Request for Personnel Action (GG-1) Tracking Module** is set from **Wednesday, November 29, 2023 to Friday, December 1, 2023 with a make-up day on Monday, December 4, 2023**. Four sessions are scheduled for each day with a maximum of 12 participants each session to include the make-up day. Employees that prepare, requisition, certify, approve and sign GG-1's for your department should attend this training to include the appointing authority. Please see and use the attached Excel Worksheet for nominating participants for each session. The sign-up sheets for each session are due by email to your Personnel Specialists at DOA HR no later than noon (12PM) this coming Wednesday, November 22, 2023. Your usual cooperation and assistance are greatly appreciated.

Further information and additional instructions will be relayed regarding the automation transition process in the next few weeks - which will include additional user training schedules. Your attendance and participation at the training sessions are a must and will be greatly appreciated. Once again, we ask for your usual cooperation and support. Thank you.

If you have any questions at this time regarding the implementation of the HRMIS, please contact Mr. Francis Flisco, Personnel Specialist IV, at [francis.flisco@doa.guam.gov](mailto:francis.flisco@doa.guam.gov), 671-475-1116. **Si Yu'os Ma'ase!**

*for: Shane G.L. Ngata*  
SHANE G.L. NGATA