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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

February 1, 2023

The Honorable Douglas B. Moylan
Attorney General of Guam
Office of the Attorney General
590 S. Marine Corps Drive
ITC Bldg., Suite 901
Tamuning, Guam 96913

RE: AG 23-0001 – FOIA FY 2022 Annual Report

Buenas yan Hafa Adai Attorney General Moylan,

Pursuant to the requirements set forth under 5GCA, Chapter 10 §10107, the following information is submitted regarding all Freedom of Information requests for Fiscal Year 2022.

The Department of Administration (DOA) has responded to all FOIA requests received during this period.

Division of Accounts

- Twenty four (24) requests were received; seven (7) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximate nine.three (9.3) days.
- The average number of manpower hours to complete a single FOIA request is 14.9.
- Total number of manpower hours spent on processing FOIA request for FY 2022 is equivalent to one.four (1.4) hours.

Human Resources Division

- Fourteen (14) requests were received; two (2) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximately three.twenty-nine (3.29) days.
- The average number of manpower hours to complete a single FOIA request is two.sixty-four (2.64).

- Total number of manpower hours spent on processing FOIA requests for FY 2022 is equivalent to 1.71 hours.

The department **does not** have dedicated staff hired to address FOIA inquiries, instead DOA has one (1) lead employee that works with various individuals (depending on information requested) to complete FOIA requests.

General Services Agency


GSA is working in completing their report at this time. Upon completion, we will transmit their report at the earliest possible date.

The Department of Administration will make this annual report available for public view on DOA website at <http://da.doa.guam.gov/>.

Should you have any questions, please feel free to contact Ms. Anita L.M. Arile at (671) 475-1115.

Si Yu'os Ma'ase!

Senseramente,



EDWARD M. BIRN
Director

Attachments

**Department of Administration - Human Resources Division
FOIA Control Log
Fiscal Year: 2022**

No.	Requestor	If GovGU, enter 1	Date			Average Number of			Number of			Costs		Description <i>/Reason for Rejection (if any)</i>	No.
			Received	Extended	Fulfilled	Rejected	Days	Hrs/Staff	Staff	Pending	Copies	Copies	Staff		
21-1200	KUAM - Chris Barnett		11/17/2021		11/23/2021	-	4	4	2	0	0	-	\$862.72	Request for documents relative to above step recruitment, hiring and creations	21-1200
22-001A	Senator Telena Nelson		12/30/2021	1/4/2022	1/12/2022		8	4	2	0	0		\$1,725.44	Request for Dept of Agriculture recruitment information	22-001A
22-021	Guam Federation of Teachers Union - Robert Koss		1/7/2022		1/12/2022	-	3	1	2	0	0	-	\$203.88	Request for DOA Step 4 grievance information regarding Mr. Chiguina	22-021
22-026	Senator Telena Nelson		1/11/2022		1/18/2022	-	5	2	2	0	0	-	\$676.40	Doc Sanchez Program information	22-026
22-051	Senator Telena Nelson		1/12/2022		1/18/2022	-	4	2	2	0	0	-	\$494.56	Staffing patterns reflecting merit bonus and supporting documents regarding superior ratings	22-051
22-079A	Jacqueline Taitano Terfajie, P.C.		1/19/2022	1/21/2022	1/26/2022		5	3	2	0	0	-	\$1,019.40	SOPs and Policies related to sick leave	22-079A
22-273	Guam Daily Post - John O'Connor		5/12/2022		5/18/2022	-	4	4	1	0	0	-	\$543.68	Letter from Civil Defense Administrator regarding termination of Leo Espia	22-273
22-283	Ken Leon Guerrero		5/21/2022		5/23/2022	-	1	1	1	0	0	-	\$33.98	Copy of teacher compensation study	22-283
22-319	Roy Candaso		6/9/2022		6/13/2022	-	2	4	2	0	0	-	\$494.56	Request for personnel actions of Firefighter Recruits	22-319
22-418	Edward Artero II		7/28/2022		8/1/2022	-	2	3	3	0	0	-	\$629.04	Request for documents utilized to evaluate firefighter applicants	22-418
22-440	Tom Tedtaotao		8/19/2022		8/22/2022	-	1	4	1	0	0	-	\$135.92	Request for evaluation criteria for Fire Battalion and Assistant Fire Chief	22-440
22-476	KANDIT - Troy Torres		9/13/2022		9/15/2022	-	2	1	1	0	0	-	\$67.96	Request for documents related to Assistant Fire Chief promotion	22-476
22-478	Razzano Walsh & Torres, P.C.		9/16/2022		9/20/2022	-	2	3	2	0	0	-	\$407.76	Request for appointment records of Grievance Review Boards	22-478
22-512	KUAM - Joann Charfauros		9/28/2022		10/3/2022	-	3	1	1	0	0	-	\$101.94	Request for documents relative to Assistant Fire Chief promotion	22-512
Totals/Averages			14	2	14	0	3.29	2.64	1.71	0	0	0	\$7,397.24		

Department of Administration - Division of Accounts
FOIA Control Log
Fiscal Year: 2022

No.	Requestor	Date			Average Number of			Number of			Costs			Description / Reason for Rejection (if any)	No.
		Received	Extended	Fullfilled	Rejected	Days	Hrs/Staff ¹	Staff	Pending	Copies	Copies	Staff			
22-01	Ken Leon Guerrero	16-Oct-21		20-Oct-21	-	4	2.87	3				157.04	Monster Auto (aka Guam Auto Spot) transactions	22-01	
22-02	Ken Leon Guerrero	11-Oct-21		14-Oct-21	-	3	6.00	1				133.80	Lt. Governor R. Tenorio's Travel expenditures	22-02	
22-03	Ken Leon Guerrero	05-Oct-21	11-Oct-21	13-Oct-21	-	6	6.00	2				206.34	Monito Contracts and payments	22-03	
22-04	KUAM-Chris Barnett	17-Nov-21		23-Nov-21	-	4	8.00	1				365.92	Above-step recruitment (HR FOIA, not Payroll)	22-04	
22-05	KUAM-Chris Barnett	03-Nov-21		08-Nov-21	-	2	4.00	1				162.96	COVID benchmark	22-05	
22-06	Senator Telena Nelson	03-Dec-21		21-Dec-21	-	16	32.00	1				1,511.68	Contractors License Board (GL, Rev & Appro info)	22-06	
22-07	Senator Telena Nelson	21-Dec-21		23-Dec-21	-	1	2.00	1				91.48	Federal Programs for Veterans (DOL FOIA, not DOA)	22-07	
22-08	Torres Law Group	18-Nov-21	23-Nov-21	16-Dec-21	-	28	17.33	3				1,020.76	Guahan Academy Charter School legal services	22-08	
22-09	Atty Vincent Leon Guerrero	13-Dec-21		28-Dec-21	-	14	9.33	3				549.84	Legacy Square Lease payments	22-09	
22-10	KANDIT Troy Torres	16-Nov-21	19-Nov-21	22-Nov-21	-	4	8.00	1				377.92	Cigarette tax payments Jan-2021 to Oct-2021 (DRT responded 11/22/2021)	22-10	
22-11	Razzano Walsh & Torres, P.C.	14-Jan-22		31-Jan-22	-	15	30.00	1				1,032.00	Bank records: 5101H191732E107 & 5101H201732E107	22-11	
22-12	Ken Leon Guerrero	25-Feb-22		01-Mar-22	-	4	4.00	2				222.24	Governor F. Camacho's Travel expenditures	22-12	
22-13	Razzano Walsh & Torres, P.C.	28-Feb-22		02-Mar-22	-	2	4.00	1				186.98	Documents related to 5101H191732E107 & 5101H201732E107 (OC-240 /S OC-250 for both accounts)	22-13	
22-14	Razzano Walsh & Torres, P.C.	30-Mar-22	05-Apr-22	29-Apr-22	-	28	56.00	1				1,926.40	Documents related to 5101H191732E107 & 5101H201732E107 (OC-240 /S OC-250 for both accounts)	22-14	
22-15	Senator James Moylan	11-Apr-22		15-Apr-22	-	4	4.00	2				212.86	Executive Security - FY21-FY22 (Cbr 1 - Cbr 2) Expend (OT & Travel)	22-15	
22-16	Ken Leon Guerrero	14-Apr-22	25-Apr-22	29-Apr-22	-	13	13.00	2				990.60	Bldg-Office leases paid by DOA 01/01/2021-03/31/2022 (Extended 2x)	22-16	
22-17	Harvey Egna	02-May-22		17-May-22	-	13	28.00	1				1,025.44	ARPA Funds in BOG (Note: FOIA received at Director's Office 5/11/2022)	22-17	
22-18	Ken Leon Guerrero	31-May-22	08-Jun-22	19-Aug-22	-	30	60.00	1				2,366.40	Bldg-Office leases paid by DOA 01/01/2021-03/31/2022 (new request, M. LG accepted extension)	22-18	
22-19	Senator Sabina Perez	10-Jun-22		16-Jun-22	-	4	6.00	1				315.52	Streetlight Fund (202) expenditures & allotments for Fiscal Years 2019-2022; and, current year balance	22-19	
22-20	McDonald Law Office, LLC	24-May-22		14-Jun-22	-	19	38.00	1				1,094.40	Guahan Academy Charter School documents for 03/03/2020 & 09/25/2020 (acks clarify)	22-20	
22-21	Troy Torres	11-Jul-22		14-Jul-22	-	3	6.00	1				161.40	DOA-ITC Lease agreement	22-21	
22-22	Ken Leon Guerrero	13-Jul-22		14-Jul-22	-	1	2.00	1				35.68	GMH plan for new hospital and all Army Corps of Engineers Chamete Documents	22-22	
22-23	Ken Leon Guerrero	15-Aug-22		16-Aug-22	-	1	2.00	1				42.32	Copies of contracts, invoices, receipts, payments to Ganger Cruz and/or Marildi International LLC	22-23	
22-24	AUP Asset Recovery	29-Sep-22		06-Oct-22	-	5	10.00	1				288.00	multiple records regarding Unclaimed Assets (email received after 5pm 09-28-2022, considered received 09-29-2022)	22-24	
FY2022 Totals & Averages:		24	7	24	0	9.3	14.9	1.4	0	0	\$	\$ 14,499.86	¹ Based on average 2hrs/day part-time project focus * Weekend and/or holiday deduction (not extended requests)		