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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-050

To: Agency Heads
From: Deputy Director of Administration
Subject: **Selection of Designated ADA Coordinators**

Hafa Adai! In support of the Government of Guam's commitment to ensuring accessibility and compliance with the Americans with Disabilities Act (ADA), we are seeking qualified individuals to serve as Designated ADA Coordinators on a part-time or as-needed basis. These coordinators will play a vital role in overseeing ADA-related policies, assisting with accommodation, and ensuring your agency meets regulatory obligations.

Role of ADA Coordinators

Designated ADA Coordinators will be responsible for:

- Providing guidance on ADA compliance within the agency.
- Assisting with reasonable accommodation and accessibility concerns.
- Serving as a point of contact for employees, applicants, and stakeholders regarding ADA-related matters.
- Reviewing policies and procedures to ensure alignment with ADA regulations.
- Facilitating training to promote awareness and best practices in accessibility.
- Coordinating responses to ADA complaints and assisting in resolution efforts.

Selection Criteria

Agency heads are encouraged to nominate individuals who possess the following qualifications:

- Knowledge of ADA regulations and disability rights to ensure compliance.
- Strong communication skills for effective engagement with employees, managers, and external parties.
- Problem-solving abilities to address accessibility challenges and provide practical solutions.

- Ability to work independently and manage ADA-related assignments with professionalism and confidentiality.
- Commitment to inclusivity and a proactive approach to accessibility improvements.
- Capacity to serve on a part-time or as-needed basis, providing flexibility to meet your agency's demands.

Designated Representatives

Agency heads are requested to submit nominations by **Friday, November 14, 2025**, including:

- The nominee's full name and current position
- A brief statement outlining their qualifications and suitability for this role.
- Any relevant experience or competencies supporting their candidacy.

Implementation and Training

Selected individuals will undergo orientation and specialized training to ensure a comprehensive understanding of ADA policies and procedures. Their contributions will be essential in advancing your agency's accessibility efforts and commitment to equal opportunities for all individuals.

Your cooperation in identifying and nominating capable individuals for this essential position is greatly appreciated. Please submit all the information and should you require further clarification, please direct inquiries to:

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671-475-1265

Si Yu'os Ma'ase.


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