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October 06, 2025

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-052

To: Agency Heads

From: Deputy Director of Administration

Subject: **Selection of Designated Equal Employment Opportunity (EEO) Investigators**

Hafa adai! In alignment with our ongoing commitment to fostering a fair and inclusive workplace, we seek the nomination of qualified individuals to serve as Designated Equal Employment Opportunity (EEO) Investigators on a part-time or as-needed basis. These appointees will be entrusted to facilitate fair and impartial investigations; selected individuals should meet certain selection criteria.

Selection Criteria

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

- Prior experience in conducting investigations, handling workplace disputes, or enforcing employment regulations.
- The ability to objectively assess complaints, gather evidence, conduct interviews, and prepare comprehensive reports.
- The ability to work independently, exercising sound judgment and professionalism in handling assignments.
- Excellent written and verbal communication skills, particularly in preparing reports and interacting with stakeholders.
- Commitment to fairness, confidentiality, and objectivity in handling sensitive matters.
- Familiarity with EEO regulations and procedures or a willingness to undergo training to acquire requisite knowledge.
- Willingness to perform investigative duties on a part-time or as-needed basis while adhering to organizational timelines.

Please incorporate these qualifications when considering candidates for this role. Your diligence ensures adherence to the Government of Guam and EEOC guidelines and helps uphold the principles of fairness and equal opportunity in the workplace.

Nomination Process

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

Upon selection, nominees will receive orientation and training to ensure proficiency in their duties as an EEO Investigator. Their role will be instrumental in advancing the Government of Guam's commitment to equity and non-discrimination.

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:

Lina P. Taitingfong
EEO Specialist
eeo@doa.guam.gov
671-475-1265

Si Yu'os Ma'ase.


Rena K. Borja