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**DEPARTMENT OF
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LOURDES A. LEON GUERRERO
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January 26, 2026

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2026-006

To: All Line Agency and Department Heads

From: Director of Administration

Subject: **Reminder to Comply with Department of Administration HR Related Rules, Regulations and Policies**

Buenas yan Hafa Adai!

This Department of Administration (DOA) Organizational Circular is issued as a reminder to all agency and department heads to comply with DOA Human Resources related rules, regulations and policies. For your reference, these documents are located at www.hr.doa.guam.gov, under the "HR Resources" tab.

Please contact our Personnel Services Administrator, Mr. Tony Aguon, via email at: tony.aguon@doa.guam.gov if you have any questions. ***Dångkolo na Agradesimiento!***

Si Yu'os Ma'ase.

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Director



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Governor (Maga'håga)
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February 26, 2026

MEMORANDUM

TO: All Supervisors and Managers

FROM: Director of Administration

SUBJECT: Proper Citation and Application of Personnel Policy

Pursuant to the **Guam Department of Administration (DOA)** Organizational Circular No. 2026-006 (see attachment) all departments must strictly comply with established Human Resources rules and regulations. When referencing policy, guidance, or procedures in staff discussions, it is critical that the information provided is accurate, approved, and consistently applied.

Recently, instances have occurred where supervisors cited the Personnel Rules & Regulations (PR&R) for requirements that do not exist in any formal document. Supervisors are reminded that they may be held **personally accountable** when providing directives based on non-existent, outdated, or unapproved "policies."

Mandatory Guidelines

To ensure consistent practices across all divisions, please observe the following:

- **Define Policy Correctly:** Do not refer to any practice as "policy" unless it is in a formally approved document from Agency Leadership.
- **Always Provide Citations:** If you cannot provide a source, it is not policy. When referring to authority, you must cite the specific source:
 - "Per PR&R § [Section Number]"
 - "Per DOA Administrative Policy # [Policy Number]"
 - "Per Agency approved SOP dated [Date]"
- **Eliminate Personal Interpretation:** "Past practice" does not supersede policy. Personal interpretations should never be represented as official agency requirements.
- **Maintain Consistency:** A process is only valid if applied equally to all staff. Inconsistency creates liability and grounds for grievance or EEO Complaints.
- **Verify Before Directing:** If you are uncertain about a policy or a PR&R section, coordinate with the following before acting:
 - **DOA-HR or Agency HR**
 - **Upper Management**

Misstating policy or enforcing non-existent procedures creates significant liability for both the supervisor and the agency. Maintaining accuracy protects our employees and ensures we remain in compliance with government of Guam standards.

Supervisors are reminded that when referencing policy, guidance, or procedures in discussions with staff, it is critical that the information you provide is **accurate, approved, and consistently applied**.

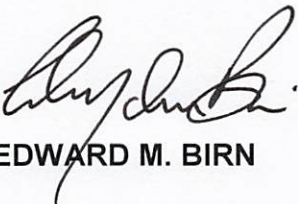
Documenting is vital when addressing issues as it may be helpful for future reference. If you are uncertain whether a policy exists, or if the PR&R addresses a given issue, please coordinate with:

- DOA–HR or Agency HR
- Upper Management

They will help confirm the correct authority and provide the proper citation.

Supervisors must understand that **misstating policy or enforcing non-existent procedures creates liability** for both the supervisor and the agency, and may result in grievances, EEO complaints, or improper-practice findings.

Maintaining clarity, accuracy, and consistency protects employees, supervisors, and the agency. If you would like a compiled list of approved policies or need training on how to properly cite policies and PR&R sections, please contact Personnel Services Administrator Tony Aguon at tony.aguon@doa.guam.gov



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