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April 2, 2026

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2026-010

To: All Department and Agency Heads

From: Director of Administration

Subject: Request for Department/Agency Posting and Transmittal Information
RE: Public Law 38-82 – Above-Step Recruitment Public Notice and
Legislative Reporting

Buenas yan Hafa Adai!

According to Public Law 38-82, effective December 20, 2025, all Department and Agency Heads are mandated to post Above-Step Recruitment (ASR) Petitions on the Guam Public Notice Website and to transmit the petition to the Speaker of the Legislature at least 10 days prior to the employee's effective date of employment.

This is in addition to the current practice of posting the petition on the departments website and complying with the transparency and disclosure requirements pursuant to 4GCA, Section 6303.1. In order to facilitate the processing of an approved Above-Step Recruitment GG-1 request, please provide the Department of Administration, Human Resources Division, email or memorandum copies of the posting date on the Guam Public Notice Website and the date of transmittal to the Speaker of the Legislature accordingly.

Should you have any questions regarding DOA's efforts to process Above-Step Recruitment actions, please contact the Recruitment Section at 671-475-1271/1123 or recruitment@doa.guam.gov.

Si Yu'os Ma'se!

EDWARD M. BIRN