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June 1, 2026

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2026-016**

To: All Line Agency and Department Heads  
From: Director of Administration  
Subject: **Relocation of Agency Travel Responsibility**

***Buenas yan Hafa Adai!***

Effective June 1, 2026, GSA division of Department of Administration will assume responsibility for the line agency travel. Accounting will retain responsibility for payment of per diems to travelers and other payments such as conference fees.

Please send travel forms to Jhoana Casem, Administrative Officer at GSA [jhoana.v.casem@gsadoa.guam.gov](mailto:jhoana.v.casem@gsadoa.guam.gov) with a copy to Director of Administration.

***Si Yu'os Ma'ase.***

EDWARD M. BIRN  
Director