



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direkto)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

July 22, 2026

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2026-021

To: All Line Agency and Department Heads

From: Director of Administration

Subject: **Payment Responsibility for Pre-Employment and Re-Employment Drug Testing under the Government of Guam Drug-Free Workplace Program**

Buenas yan Hafa Adai!

The Department of Administration (DOA) is issuing this Circular to clarify payment responsibilities for employee drug testing services administered through the Drug Testing Branch.

Effective **October 1, 2025**, the Department of Administration assumed financial responsibility for the cost of **pre-employment and re-employment drug testing** conducted for applicants selected for employment with the Government of Guam. These costs are paid directly by the Department of Administration, and departments and agencies will no longer be responsible for the payment of these specific tests on or after the effective date.

Departments and agencies shall remain financially responsible for all other categories of drug testing, including, but not limited to:

- Post-Accident Drug Testing;
- Probable Cause Drug Testing;
- Random Drug Testing;
- Return-to-Duty Drug Testing;
- Follow-Up Drug Testing; and
- Any other drug testing not identified as pre-employment or re-employment testing.

This Circular is intended to provide consistent guidance regarding payment responsibilities for drug testing services under the Government of Guam Drug-Free Workplace Program.

Should you have any questions regarding this Circular or the drug testing process, please contact the Department of Administration, Drug Testing Branch, at (671) 475-1225 or via email at amber.pangelinan@doa.guam.gov.



EDWARD M. BIRN
Director (Direktot)
RENA K. BORJA
Deputy Director (Sigundo Direkto)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Uffisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

Si Yu'os Ma'ase.

EDWARD M. BIRN
Director