



## BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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MAR 21 2008

BBMR CIRCULAR NO. 08-07

To: All Department and Agency Heads

From: Acting Director, BBMR

Subject: 1) BBMR Return Documents Policy Amended  
2) Point of Contact (Authorized Designee) – BBMR F-17

Over the past nine months, I have observed the processes and the valuable time involved in the review and final disposition of hundreds of documents a month at BBMR. Most are routine, some more urgent than others, but many arrive incomplete and inaccurate preventing appropriate review and favorable action. These range from lack of funding source, lack of justification, wrong account number, missing support documents, and other related discrepancies.

The Bureau strives for a 5-workday turnaround time on all documents and this will continue as a goal, workload permitting. However, due to the myriad of issues that require special focus during these challenging times, BBMR will no longer be returning rejected documents. Document(s) which are deficient to facilitate favorable action will simply be filed without action; first, in a “suspense file” for 30 calendar days to allow for agency intercession during that period after which it will move to the department archives permanently.

Effective immediately, it would be each agency’s responsibility to keep track of documents sent to BBMR and to make contact with assigned Analyst to inquire if document(s) may be in the “suspense file” and for what reason. Agencies may revive document(s) in “suspense file” by satisfying the discrepancy, but if after 30 calendar days the discrepancy is not addressed, it moves to the permanent files without any further action.

Due to this change in procedure and to protect agencies from unauthorized inquiries and tampering of official documents in transit, we request that you fill out and return to BBMR by no later than Wednesday, March 26, 2008, the attached form **BBMR F-17** (also available in electronic format on our website [www.bbmr.guam.gov](http://www.bbmr.guam.gov)). After this date, BBMR will only entertain inquiries from agency representatives you authorize.

Bertha M. Duenas  
Acting Director

DEPARTMENT / AGENCY \_\_\_\_\_

I hereby authorize the following individual(s) to follow-up, inquire, retrieve, or make changes to documents presented to BBMR for review and disposition. This authorization is effective immediately until rescinded in writing to BBMR.

*[list at least one (1), but no more than three (3) names for this purpose]*

- |   |                   |                           |                         |
|---|-------------------|---------------------------|-------------------------|
| 1 | _____             | _____                     | _____                   |
|   | <i>print name</i> | <i>signature specimen</i> | <i>initial specimen</i> |
| 2 | _____             | _____                     | _____                   |
|   | <i>print name</i> | <i>signature specimen</i> | <i>initial specimen</i> |
| 3 | _____             | _____                     | _____                   |
|   | <i>print name</i> | <i>signature specimen</i> | <i>initial specimen</i> |

**APPROVED:**

\_\_\_\_\_

*print name of appointing authority*

\_\_\_\_\_

*signature of appointing authority*

DATE: \_\_\_\_\_