
BUREAU OF BUDGET AND MANAGEMENT RESEARCH

STANDARD OPERATING PROCEDURES

SUBJECT: Request for Personnel Action (GG-1)

EFFECTIVE DATE: November 8, 2019

- **PURPOSE:** This form is used for Recruitments; Promotions; Transfers; Resignations; Terminations; Separations; Unclassified; Temporary; Part Time; Limited Term; Detail Appointments; and Service/Age Retirement Actions; etc.
- **REVIEW PROCESS:**
 1. Ensure funding is available for all Personnel Actions requested and that all required signatures are affixed to the GG-1 (Director, Certifying Officer, etc.) (ref. Ch. 14, 4GCA – Certifying Officers)
 2. Ensure action is in compliance with all personnel services mandates, personnel rules and regulations, and policies
- **GUIDANCE FOR REVIEW**
 1. Current General Appropriations Act and other public laws, Federal grant award regulations
 2. Approved Local, Federal, and Federal Matching Staffing Patterns
 3. Executive Order 2012-01 and other Executive Orders, Policies, Rules and Laws
 4. Government of Guam Personnel Rules and Regulations
 5. Competitive Wage Act (CWA) of 2014, CWA Request for Job Re-Evaluation Review of Pay Grades, etc.
- **REQUIRED INFORMATION ON GG-1 FORM**
 1. **Name**
 - Where Applicable (N/A for Recruitments)
 2. **Date of Birth**
 - Applicable to named GG-1s only
 3. **Payroll Number**
 - Currently, employee's Social Security Number
 4. **Date of Request**
 5. **Request Number**
 6. **Effective Dates**
 - i.e. "ASAP" or other as applicable; Note: two (2) dates are required for LTA and Temporary Appointment (Start Date & End Date)
 7. **Nature of Action**
 - Recruitment – Filling of Vacancies requirements (ref. E.O. 2012-01)

- Position is critical to agency operation and failure to fill will cause the inability of such agency to fulfill mandates or major mission responsibilities
- Position is vital to providing essential government functions directly related to public health, safety, or welfare
- Federally funded position is in accordance with the federal grant award as evidenced by federal granting authority
- Position is essential to the collection of government revenue
- Position is mandated by local or federal law or a contract
- Position is necessary to reduce personnel or operational costs such as accrual of overtime and/or special pay
- **Limited Term Appointments**
 - Determine eligibility of applicant through an "Applicant Profile" by DOA Human Resources (HR) Division should be attached; N/A if employee is incumbent
 - Only appropriate if DOA determines that there is NO Certified List of Eligibles
- **Temporary Appointments**
 - When an "Open Active" Certified List of Eligibles exists, a Temporary Appointment may be requested
- **Resignations/Terminations**
 - Copy of resignation letter signed and dated by the affected employee should be provided; N/A if reverse side of GG-1 indicates resignation date and is signed by affected employee
- **Separation (Death) or Change of Name (Marriage/Other)**
 - Certified copy of Death Certificate and certified copy of Marriage Certificate is attached
- **Promotions**
 - Initial Recruitment GG-1 (approved original request) must be attached with a certification from DOA that indicates the selection from the listing of certified eligible
 - Must be submitted to BBMR for review and approval provided that the criteria established for the filling of vacant positions are met (ref. E.O. 2012-01)
- **Pay Grade Reassignment**
 - Copy of written request by Appointing Authority to DOA – Human Resources Division (HRD) on the pay grade change of employee's position title
 - Copy of DOA-HRD approval of pay grade reassignment request to include effective date of reassignment

- **Change of Job Order / Account Number(s)**
 - To amend the funding source or payroll charge account due to a reassignment of duties or a departmental / divisional transfer of employee
- **Pay Grade Reclassification**
 - Copy of written request by Appointing Authority to DOA – Human Resources Division (HRD) on the paygrade reclassification of employee’s position title
 - Copy of DOA-HRD approval of pay grade reclassification request to include effective date of reclassification
- **Detail Appointments**
 - Director of BBMR shall have final approval of all planned detail appointments within and between Executive branch programs and departments including General, Federal, and Special Fund programs consistent with the Personnel Rules and Regulations, applicable statutes, guidelines, and terms and conditions of federal grant awards (ref. E.O. 2012-01)
 - Pursuant to BBMR Circular 08-03, prior to detail assignments, a request for Detail Appointment Pre-Approval Form (BBMR-F16) *must* be approved by the BBMR Director. Failure to do so is grounds for disapproval by the Bureau.
 - Effective date of Detail Appointment should be no earlier than the date of BBMR’s pre-approval
 - Supported with the requesting department(s) head’s detail assignment letter
 - Shall not exceed a period of 90-calendar days
 - An exemption may be requested to DOA for an additional 90-calendar day extension
- **Promised Compensation**
 - Type of “Nature of Action” used for payment of an individual who was owed compensation for a period of time absent the approved GG-1
 - Example: An employee who was detailed to an acting capacity in the absence of an approved Detail Appointment action by BBMR
 - In most cases used for payment of any compensation incurred in prior fiscal year(s)
 - Prior year obligation payment can only be paid if there is authorization given in the current General Appropriations Act to pay Prior Year Obligations, otherwise, payment can only be compensated for the current fiscal year
 - Agency head will have to provide an updated projection analysis to determine that the estimated

prior year payment would not negatively impact on its current operational budget

- For example, in FY13 BBMR is required to also certify no negative impact

8. Position Title

9. Pay Grade and Step

10. Department/Agency

11. Division

12. Section

13. Position Number

14. Remarks

- Certification of funding by designated Certifying Officer or alternate
- Account Number(s) to be charged
- Estimated cost impact
 - e.g. lump sum payment of annual and/or sick leave
- Public Law references
- If Personnel Action is Federally funded, the GG-1 should note "Subject to the Availability of Federal Funds"

15. Requested By

16. Additional Info.

17. Approved by Appointing Authority

18. Approved by Releasing Dept. Head

- For transfers only

19. Clearances

20. Separation Data

21. Remarks

○ **SUPPORTING DOCUMENTS to facilitate the review process:**

1. AS400 FMS Printout
2. Current Projection Analysis to indicate sufficient funding to support GG-1
3. Certificates – If applicable
4. Retirement Eligibility – If applicable
5. Copy of Public Law, DOA memo for extension of detail, profile, re-class, etc.
6. Copy of Current Staffing Pattern (SP-1) reflecting status of the affected position

○ **Request for Personnel Action Checklist (BBMR-PA-1) form must be completed and attached to GG-1 document**

○ **Executive Order No. 2012-01 (Requirements):**

1. Authorization to Release Funds
 - The Director of BBMR will make appropriation releases to Government of Guam entities only upon compliance with Executive Order requirements
2. Monitoring of Non-General Fund Sourced Entities

- All Executive branch agencies must submit a quarterly financial statement and quarterly staffing pattern to BBMR
 - Such agencies, departments, bureaus, and other instrumentalities must submit copies of their current fiscal year's budget and other fiscal information as requested to BBMR
3. Non-Compliance
- Any non-compliance with the requirements through this executive order, inclusive of deadlines, shall result in the immediate return/disapproval of such requests
 - All departments/agencies are liable and responsible for the accuracy and compliance with all rules/regulations and policies governing the respective requests/expenditures
 - BBMR/DOA shall promptly return/disapprove such requests once identified

The following forms and documents can be found on BBMR's Website: <http://bbmr.guam.gov>

- Detail Appointment Pre-Approval (BBMR-F-16)
- Request for Personnel Action Checklist (BBMR-PA-1)
- Executive Order No. 2012-01

NOTE: This SOP is subject to change by the Bureau of Budget & Management Research