



## BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR  
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SEP 14 2015

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### **BBMR CIRCULAR 16-01**

To: All Executive Line Department and Agency Heads

From: Director, Bureau of Budget and Management Research

Subject: Fiscal Year 2016 Budget Allotment Process and Staffing Patterns

The FY 2016 Budget Act (Public Law 33-66), which lapsed into law on September 5<sup>th</sup>, 2015, sets out the spending plan for the Government of Guam for FY 2016.

Your department/agency staff should review P.L. 33-66 and commence Establishment of Account (EOA) and Budget Allotment Schedule preparations. Please review the FY 2016 Budget Act thoroughly to determine the mandated reporting requirements and any restrictions or limitations that may be imposed on your department/agency. An electronic copy of the Budget Act and budget forms will be made available on the BBMR website at <http://bbmr.guam.gov>.

#### **Please prepare your budget allotment schedules per the following guidelines and conditions:**

- Use the attached Request for Establishment of Account (EOA) and Budget Allotment Schedule. A request for EOA is *not* necessary for existing accounts being rolled over in the AS400 (FMIS) for FY 2016. EOA(s) and Budget Allotment Schedule(s) should be prepared for new program accounts only.
- In order to continue fiscal restraint, a fifteen percent (15%) reserve is imposed on all appropriations funded by the General Fund and all Special Funds (including for operations). The exception is the Guam Department of Education which is limited to three percent (3%) of its aggregate appropriations, pursuant to §1303 of Division 1, Chapter 1, Article 3 of 5 GCA (as amended by P.L. 32-181).
- All departments/agencies are to prioritize costs within established budget ceilings as follows:
  1. Personnel requirements for filled positions (including increments) – Fund at 100%; also include Overtime requirements
  2. Utility Costs (Power, Water and Telephone) – Fund at 100%
  3. Essential operational costs (i.e., contractual services for copier leases, office space rental agreements, etc.)
- Along with the EOA(s) and Budget Allotment Schedules, departments / agencies are to submit updated (FY 2016 Current) staffing patterns for each division/program. Be reminded that the staffing patterns should reflect the new Government of Guam Retirement Fund Rate of Contribution of **28.16%** for FY 2016, pursuant to Section 3, Chapter XIII (Administrative Provisions), of P.L. 33-66.

- For the Guam Police Department, Department of Corrections and the Guam Fire Department, please be informed that your FY2016 Budget Allotment Schedules should be submitted to reflect your total appropriation level. The Bureau, pursuant to Section 1 of Chapter XIV, will make the appropriate transfer of the allocation from the respective department / agencies General Fund and Special Fund appropriations as required in the Act to the Public Safety Vacancy Pool Cost Account created by Section 2 of the Chapter XIV.

### **Allotment by Object Category**

- 111 - Monthly releases (total appropriation levels divided by 26 pay periods – months of January and July 2016 have 3 pay days) and distribute according to your agency's current master payroll listing.
- 112 - Monthly release upon pre-approval of an Overtime Plan using form BBMR F-15A available under "Circular" on our website <http://bbmr.guam.gov>. Overtime Plans are due as soon as possible to avoid delays in overtime payments and should be planned for the full year.
- 113 - Same process as 111 above. This should include cost requirements for Retirement and Medicare benefits, as well as Medical, Dental and Life benefits for FY2016 (copy attached). A reminder that the *Government* contributions for Medical & Dental are as follows:
- SelectCare 2000 / TakeCare 2000 / NetCare 2000:**  
Class I - \$1,404 / Class II - \$2,285 / Class III - \$1,924 / Class IV - \$3,176
- SelectCare 1500 / TakeCare 1500 / NetCare 1500:**  
Class I - \$2,583 / Class II - \$4,688 / Class III - \$3,940 / Class IV - \$6,511
- SelectCare Dental / TakeCare Dental / NetCare Dental:**  
Class I - \$224 / Class II - \$299 / Class III - \$240 / Class IV - \$404
- 220 - Release upon approval of each travel request
- 230 - Full release for continuing and/or fixed contractual obligations
- 233 - Full release in October 2015
- 240 - Quarterly release of appropriation
- 250 - Zero release until written justification provided and approved by BBMR
- 270 - Full release in October 2015
- 271 - Full release in October 2015
- 290 - Full release for fixed (recurring) miscellaneous costs (Local matching funds will be placed in reserve and released upon receipt of grant award)
- 361 - Full release in October 2015
- 362 - Full release in October 2015
- 363 - Full release in October 2015
- 450 - Zero release until written justification provided and approved by BBMR

Your FY 2016 departmental Budget Allotment Schedules are due to BBMR no later than **Wednesday, September 23, 2015**, at the close of business.

Failure to comply to this circular will result in your department's/agency's inability to expend funds for operational requirements, such as for continuing contracts, etc. As such, it is important that your Budget Allotment Schedules are remitted by the established deadline so that BBMR may load appropriations/allotments by October 1, 2015.

  
JOSE S. CALVO

## REQUEST FOR ESTABLISHMENT/MODIFICATION OF ACCOUNT

TO: DEPARTMENT OF ADMINISTRATION - DIVISION OF ACCOUNTS  
 VIA: BUREAU OF BUDGET & MANAGEMENT RESEARCH  
 FROM: \_\_\_\_\_  
 ACCOUNT TITLE: \_\_\_\_\_

**PURPOSE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Grant Award [Original] - Federal               | <input type="checkbox"/> Appropriation [Original] - Local     |
| <input type="checkbox"/> Grant Award [Supplement] - Federal             | <input type="checkbox"/> Appropriation [Supplemental] - Local |
| <input type="checkbox"/> Grant Period Modification - Federal            | <input type="checkbox"/> Appropriation Period Modification    |
| <input type="checkbox"/> Grant Number Change - Federal                  | <input type="checkbox"/> Appropriation Type Change            |
| <input type="checkbox"/> Catalog Number Change - Federal                | <input type="checkbox"/> Object Class(es) - Add / Delete      |
| <input type="checkbox"/> Local/Federal Participation Ratio Modification | <input type="checkbox"/> Other [specify]: _____               |

**APPROPRIATION TYPE:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Local Operation [A]     | <input type="checkbox"/> Federal 101 [E]              | <input type="checkbox"/> Subgrants [J]                   |
| <input type="checkbox"/> Federal Local Match [B] | <input type="checkbox"/> Federal CIP [F]              | <input type="checkbox"/> Reimbursable Appropriations [X] |
| <input type="checkbox"/> Local Continuing [C]    | <input type="checkbox"/> Federal Match Continuing [G] | <input type="checkbox"/> Work Request [Z]                |
| <input type="checkbox"/> Local CIP [D]           | <input type="checkbox"/> Federal 101 Continuing [H]   | <input type="checkbox"/> Other: _____                    |

RESPONSIBLE DEPARTMENT/DIVISION: \_\_\_\_\_

**OBJECT CLASS(ES) REQUIRED:**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> 111 Salary               | <input type="checkbox"/> 220 Travel               | <input type="checkbox"/> 270 Worker's Comp Benefits | <input type="checkbox"/> 363 Utilities - Telephone |
| <input type="checkbox"/> 112 Overtime/Premium Pay | <input type="checkbox"/> 230 Contractual          | <input type="checkbox"/> 271 Drug Testing           | <input type="checkbox"/> 450 Capital Outlay        |
| <input type="checkbox"/> 113 Benefits             | <input type="checkbox"/> 233 Office Space Rental  | <input type="checkbox"/> 290 Miscellaneous          | <input type="checkbox"/> 700 Indirect - Local      |
| <input type="checkbox"/> 114 Health Benefit       | <input type="checkbox"/> 240 Materials / Supplies | <input type="checkbox"/> 361 Utilities - Power      | <input type="checkbox"/> 701 Indirect - Federal    |
| <input type="checkbox"/> 115 Life Benefit         | <input type="checkbox"/> 250 Equipment            | <input type="checkbox"/> 362 Utilities - Water      | <input type="checkbox"/> other _____               |

AUTHORITY / * GRANT NO. / PL NO.	CATALOG NUMBER	START DATE	EXPIRATION DATE
*FEDERAL SHARE PERCENTAGE	* LOCAL SHARE PERCENTAGE	OBLIGATION END DATE	EXPENDITURE END DATE
APPROPRIATION ACCOUNT NUMBER	TOTAL FUNDS		
	LOCAL	FEDERAL - AUTHORIZED (Cumulative)	FEDERAL - AWARDED
JOB ORDER ASSIGNED	** LOCAL MATCH ACCOUNT NUMBER	** NOTE	
		IF LOCAL MATCH ACCOUNT DOES NOT EXIST, PLEASE ATTACH SEPARATE E.O.A. REQUEST.	
REQUESTOR:	BBMR	DIVISION OF ACCOUNTS	
REQUESTED BY	DATE	APPROVED BY	DATE

**DIVISION OF ACCOUNTS - FEDERAL BRANCH USE ONLY**

DRAW TYPE	DRAW ACCT	SUB-ACCT	REPORTING REQ	REVENUE ACCOUNT	REVIEWED BY	DATE

Department / Division:		FY 2016		Sign Requestor:		Date:				
Program Title:		BUDGET ALLOTMENT		Dept. Head:						
Public Law/Section:		SCHEDULE		BBMR Director: Jose S. Calvo		Date:				
AS400 Account Number:				Sign Loaded:		Date:				
				Analyst:						
		Appropriation		Reserve		Release				
111	Regular Salaries	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
112	Overtime	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
113	Benefits	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
Sub		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
220	Travel	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
230	Contractual	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
233	Office Space Rental	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
240	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
250	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
270	Workers Comp.	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00
271	Drug Testing	\$0.00	\$0.00	\$0.00	\$0.00	Oct. \$0.00	Jan. \$0.00	April \$0.00	July \$0.00	\$0.00
						Nov. \$0.00	Feb. \$0.00	May \$0.00	Aug. \$0.00	\$0.00
						Dec. \$0.00	Mar. \$0.00	June \$0.00	Sept. \$0.00	\$0.00



Government of Guam  
 FY2016 GROUP HEALTH INSURANCE PROGRAM  
 MEDICAL & DENTAL RATES (bi-weekly rates)

Active	SELECTCARE 2000				TAKECARE 2000				NETCARE 2000					
	CLASS	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	
Bi-Weekly	I	\$53.99	\$0.47	\$54.46	\$53.99	\$11.43	\$65.42	\$53.99	\$0.00	\$53.99	\$53.99	\$0.00	\$53.99	
	II	\$87.88	\$25.66	\$113.54	\$87.88	\$47.96	\$135.84	\$87.88	\$24.21	\$112.09	\$87.88	\$24.21	\$112.09	
	III	\$73.99	\$21.55	\$95.54	\$73.99	\$40.38	\$114.37	\$73.99	\$20.38	\$94.37	\$73.99	\$20.38	\$94.37	
	IV	\$122.13	\$38.64	\$160.77	\$122.13	\$68.65	\$190.77	\$122.13	\$33.65	\$155.78	\$122.13	\$33.65	\$155.78	
Retiree	I	\$315.24	\$0.51	\$315.75	\$262.61	\$12.39	\$275.00	\$274.56	\$0.00	\$274.56	\$274.56	\$0.00	\$274.56	
	II	\$640.68	\$27.80	\$668.47	\$530.21	\$51.96	\$582.17	\$554.97	\$26.23	\$581.20	\$554.97	\$26.23	\$581.20	
	III	\$423.66	\$23.35	\$447.00	\$433.69	\$43.75	\$477.43	\$454.55	\$22.08	\$476.63	\$454.55	\$22.08	\$476.63	
	IV	\$714.31	\$39.70	\$754.00	\$734.64	\$72.20	\$806.84	\$769.06	\$36.46	\$805.51	\$769.06	\$36.46	\$805.51	
Active	SELECTCARE 1500				TAKECARE 1500				NETCARE 1500					
	CLASS	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	
	Bi-Weekly	I	\$99.32	\$25.30	\$124.62	\$99.32	\$36.61	\$135.93	\$99.32	\$21.93	\$121.25	\$99.32	\$21.93	\$121.25
		II	\$180.28	\$78.10	\$259.38	\$180.28	\$101.69	\$281.97	\$180.28	\$71.45	\$251.73	\$180.28	\$71.45	\$251.73
III		\$151.52	\$65.87	\$217.38	\$151.52	\$85.47	\$236.99	\$151.52	\$60.41	\$211.92	\$151.52	\$60.41	\$211.92	
IV		\$250.39	\$110.53	\$360.92	\$250.39	\$141.23	\$391.62	\$250.39	\$99.44	\$349.83	\$250.39	\$99.44	\$349.83	
Retiree	I	\$419.82	\$27.41	\$447.22	\$328.94	\$39.66	\$368.60	\$358.07	\$23.76	\$381.82	\$358.07	\$23.76	\$381.82	
	II	\$863.62	\$85.70	\$949.31	\$670.27	\$110.16	\$780.43	\$730.87	\$77.41	\$808.28	\$730.87	\$77.41	\$808.28	
	III	\$557.65	\$71.36	\$629.00	\$547.06	\$92.60	\$639.65	\$597.40	\$65.44	\$662.84	\$597.40	\$65.44	\$662.84	
	IV	\$939.76	\$119.75	\$1,059.50	\$928.11	\$153.00	\$1,081.11	\$1,012.50	\$107.73	\$1,120.23	\$1,012.50	\$107.73	\$1,120.23	

RETIREE SUPPLEMENTAL PLAN (Must Meet Medicare Eligibility Requirements)

Active	SELECTCARE (RSP)				TAKECARE (RSP)				NETCARE (RSP)					
	CLASS	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	
Retiree	I	\$148.50	\$0.00	\$148.50	\$245.61	\$12.39	\$258.00	\$245.61	\$0.00	\$245.61	\$245.61	\$0.00	\$245.61	
	II	\$269.20	\$27.80	\$297.00	\$494.66	\$51.96	\$546.62	\$494.66	\$26.23	\$520.89	\$494.66	\$26.23	\$520.89	
Active	SELECTCARE DENTAL				TAKECARE DENTAL				NETCARE Dental					
	CLASS	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	GOV	EMP	TOTAL	
	Bi-weekly	I	\$8.58	\$7.11	\$15.69	\$8.58	\$7.24	\$15.82	\$8.58	\$7.15	\$15.73	\$8.58	\$7.15	\$15.73
		II	\$11.47	\$24.07	\$35.54	\$11.47	\$24.78	\$36.24	\$11.47	\$24.29	\$35.76	\$11.47	\$24.29	\$35.76
III		\$9.21	\$18.94	\$28.15	\$9.21	\$19.88	\$29.10	\$9.21	\$19.39	\$28.60	\$9.21	\$19.39	\$28.60	
IV		\$15.51	\$32.03	\$47.54	\$15.51	\$33.49	\$49.00	\$15.51	\$32.84	\$48.35	\$15.51	\$32.84	\$48.35	
Retiree	I	\$9.29	\$7.71	\$17.00	\$9.30	\$7.84	\$17.14	\$9.29	\$7.75	\$17.04	\$9.29	\$7.75	\$17.04	
	II	\$12.43	\$26.08	\$38.50	\$12.43	\$26.84	\$39.27	\$12.42	\$26.32	\$38.74	\$12.42	\$26.32	\$38.74	
	III	\$9.98	\$20.52	\$30.50	\$9.98	\$21.54	\$31.52	\$9.98	\$21.01	\$30.99	\$9.98	\$21.01	\$30.99	
	IV	\$16.81	\$34.70	\$51.50	\$16.81	\$36.28	\$53.09	\$16.81	\$35.36	\$52.17	\$16.81	\$35.36	\$52.17	

9-14-15  
 RSP #08 9.14.15

Anthony C. Blaz, Director  
 Department of Administration  
 Class I - Employee/Retiree/ Survivor - No Dependent  
 Class II - Employee/Retiree/ Survivor + spouse (domestic partner) only  
 Class III - Employee/Retiree/ Survivor + Child(ren) Only - No Spouse  
 Class IV - Employee/ Retiree/ Survivor & Family (Spouse/Domestic Partner and/Or Ex- Spouse via Court Order + Children)