February 14, 2012

Judith T. Won Pat, Ed.D.
Speaker
31st Guam Legislature
155 Hesler Place
Hagatna, Guam 96910

Subject: FY 2012 – First Quarter Staffing Pattern Report

Dear Speaker Won Pat,

In compliance with the FY 2012 Budget Act - P. L. 31-77, Chapter XIII, Section 19(a), the Office of Public Accountability (OPA) submits its first quarter staffing pattern report as of December 31, 2011. The funding source for OPA's personnel is the General Fund. This report has been posted on OPA's website at www.guamopa.org, as required P. L. 31-77.

Although the FY 2012 Budget Act does not specifically name or require our office to submit quarterly staffing reports, in the spirit of transparency and accountability, the OPA voluntarily submits this report.

For those required to submit reports, the first quarter staffing report was due on January 31, 2012. Our delay is mainly attributed to the loss of key personnel which has had a drastic impact on our day-to-day operations. In the last two months, our Administrative Officer transferred to GSA, one senior auditor transferred to GPA and one senior auditor resigned to relocate off-island. In addition, one senior auditor will transfer to DOE before the end of this month. Despite the loss of four staff members, the OPA remains committed to its mission. Be assured that future submissions will be timely submitted to your office.

If your staff has any questions, please contact Anne Camacho at 475-0390 ext. 211.

Sincerely,

Doris Flores Brooks, CPA, CGFM
Public Auditor

Enclosure

(a) Staffing Pattern. *No later than* thirty (30) days after the end of each quarter of Fiscal Year 2012, every director, administrator or head of a government of Guam agency, **excluding line agencies**, shall submit to the Speaker of *I Liåñ children Guåhan*, in a Microsoft Excel file and written report, and post the same on the agency website, a current staffing pattern in the format of the Executive Branch FY 2012 Budget Call, as of the close of the previous quarter. The agencies required to submit are all autonomous and semi-autonomous agencies, public corporations, the Mayors Council of Guam, and the Unified Judiciary. Said staffing pattern shall include, at a minimum, the name of every current employee and her or his position title, most recent hire date, salary, increment costs and benefit costs, the funding source for her or his salary and benefits, and the gross salary and benefits paid for during the quarter.

(b) *No later than* thirty (30) days after the end of each quarter of Fiscal Year 2012, the Director of the DOA shall post the government wide line agency staffing pattern on the bit.guam.gov portal on the budget website, in a Microsoft Excel file and written report. The format of the report shall be the current staffing pattern in the format of the Executive Branch FY 2012 Budget Call, as of the close of the previous quarter. Said staffing pattern shall include, at a minimum, the name of every current employee and her or his position title, most recent hire date, salary, increment costs and benefit costs, the funding source for her or his salary and benefits, and the gross salary and benefits paid for during the quarter.

CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA’LAHEN GUÅHAN

This is to certify that Substitute Bill No. 1 (2-S), "AN ACT MAKING APPROPRIATIONS FOR THE OPERATIONS OF THE EXECUTIVE, LEGISLATIVE, AND JUDICIAL BRANCHES OF THE GOVERNMENT OF GUAM FOR FISCAL YEAR ENDING SEPTEMBER 30, 2012, MAKING OTHER APPROPRIATIONS, AND ESTABLISHING MISCELLANEOUS AND ADMINISTRATIVE PROVISIONS," was on the 7th day of September, 2011, duly and regularly passed.

[Signature]
Judith T. Won Pat, Ed.D.
Speaker

Attested:

[Tina Rose Maña Barnes
Legislative Secretary]

This Act was received by I Maga’lahen Guåhan this 8th day of Sep., 2011, at 10:10 o’clock A.M.

[Signature]
Assistant Staff Officer
Maga’lahi’s Office

APPROVED:

[Signature]
EDWARD J.B. CALVO
I Maga’lahen Guåhan

Date: SEP 20 2011

Public Law No. 31-77