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Esther J.C. Aguiqui
Homeland Security Advisor
Charles V. Esteves
Administrator, OCD

March 31, 2025

The Honorable Eulogio Shawn Gumataotao,
38th Guam Legilstaure
120 Father Duenas Avenue
Capitol Plaza Building, Suite 103
Hagatna, GU 96910

Dear Senator Gumataotao:

I am writing in response to your letter dated March 11, 2025, requesting information following the January 24, 2025, oversight hearing.

Please find below our current status on the requested items:

Financial and Administrative Standard Operating Procedures (SOPs)

The latest version of the standard operating procedures (SOP) is currently under revision and has not yet been finalized. Please note that we have opted for smaller SOPs rather than a single, consolidated SOP. We anticipate completion in the coming weeks and will transmit the updated SOPs to both the Federal Emergency Management Agency and the Office of the Governor, as well as provide a copy to your Committee and the Office of the Public Auditor once finalized.

Staff Training for SOPs

SOP-related training is currently ongoing. Supporting documentation will be maintained on record.

Corrective Action Plan (CAP)

The agency's updated CAP is currently in draft and will be submitted to FEMA early this week. Once acknowledged, we will provide the Committee with the most recent version and any related correspondence. For your reference, a copy of the CAP is attached.

Enforcement of Department of Administration Personnel Rules and Regulations

OCD, in conjunction with the Bureau of Budget and Management Research, has taken action by the Department of Administration's (DOA) rules and regulations regarding overtime authorization and documentation. Finance and administrative personnel, including Certifying Officers, understand their duties and responsibilities. We currently utilize the Guam Financial Information System for accountability and processing purposes. We use digital signatures whenever possible to minimize accusations of improperly signed or forged documents.

Employee Disciplinary Action

Progressive disciplinary action is ongoing, including counseling, reassignment of duties and responsibilities, and detailing personnel for training.

We are committed to maintaining transparency and accountability in all areas and appreciate your ongoing support in improving agency operations. We respect the Committee's continuing engagement and oversight in matters crucial to public safety and emergency management.

If you have any questions or require further clarification, please don't hesitate to reach out.

Sincerely,


Digitally signed by Charles Vincent Esteves
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Charles V. Esteves
Administrator, Office of Civil Defense

Enclosure

COS	Chief of Staff	Jon Junio Calvo
HSA	Homeland Security Advisor	Esther Aguirgui
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GRODirector	Guam Recovery Office Director	Joseph Cabana
CAP PM/QMT	Corrective Action Plan Project Manager / Quality Management Team	Ariana Villaverde
Project Officer	Project Officer	Lucia Perez
ASO	Administrative Services Officer	Marie Quenga
Finance and Admin	Finance and Administration Section	Multiple staff
Log Officer	Logistics Section Chief	Micah Miyasaki
SHMO	State Hazard Mitigation Officer	Amanda Blas
BBMR	Bureau of Budget and Management Research	Joquin Guerrero
DOA	Department of Administration	Multiple staff
GSA	General Services Agency	Multiple staff
OPA	Office of Public Accountability	Multiple staff
DHS/FEMA	DHS HQ and FEMA Region 9 Grantors	Multiple staff