



OFFICE OF SENATOR
Eulogio Shawn Gumataotao

38th Guam Legislature | *I Mina'trentai Ocho Na Liheslaturan Guåhan*

March 11, 2025

Mr. Charles Esteves
Administrator
Office of Civil Defense
221-B Chalan Palasyo
Agana Heights, Guam 96910

Dear Administrator Esteves:

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Hafa Adai! Thank you for participating in the Oversight Hearing on January 24, 2025, relative to Guam Homeland Security/Office of Civil Defense Operating Cost Series, Part I and Part II, Investigative Audit OPA Report No. 24-07 June 2024 and Report No. 24-12 December 2024.

As a follow-up to that hearing, the Committee on Public Safety, Emergency Management, and Guam National Guard (Committee) is seeking your cooperation with information on the following that was discussed in January 2025:

1. An update on progress on the Financial and Administrative Standard Operating Procedures first presented to the Federal Emergency Management Agency and the Office of the Governor of Guam in February 2021. Please provide the Committee with the latest version of the aforementioned document.
2. An update on the staff training for the Financial and Administrative Standard Operating Procedures as discussed in OPA Report No. 24-12 December 2024. Provide the Committee with the related training documents to include, but not limited to, meeting announcement, participant list, trainer curriculum vitae, agenda, meeting notes and after-action report.
3. A status report and latest copy of the Agency's Corrective Action Plan (CAP) that addresses, among other things, authorizing officials on documents prepared for and distributed by the Office of Civil Defense as directed by the Federal Emergency Management Agency to include the most recent FEMA Acknowledgement of the CAP.
4. Evidence of enforcement of DOA Personnel Rules and Regulations relative to Overtime Authorization as outlined in OPA Report No. 24-12 December 2024 to include relevant email messages, civil service commission personnel action or interoffice memorandums per the Overtime Authorization.
5. Confirmation of Employee Discipline Action by the Office of the Governor of Guam relative to OPA Report No. 24-12 December 2024 to include any relevant employee action redacted to protect personal information and in accordance with Guam law.

It is the belief of the members of the Committee to remain informed on this important matter and that any policy changes recommended can be of assistance to the agency and to the delivery of services to all the people of Guam.

Please provide the Committee with the requested information by COB March 25, 2025.

Your attention to this matter is greatly appreciated.

Sincerely,


SHAWN GUMATAOTAO

Senator and Chairman, Committee on Public Safety, Emergency Management, and Guam National Guard

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