

OFFICE OF THE GOVERNOR
GOVERNMENT OF GUAM
AGANA, GUAM

EXECUTIVE ORDER NO. 80-12

TRAINING AND DEVELOPMENT GUIDELINES
AND
POLICY ADMINISTRATION HANDBOOK

WHEREAS, Public Law 9-239 created the Department of Administration, and within its organization a Training and Development Program; and

WHEREAS, Public Law 13-96 officially established the Training and Development Program for the purpose of administering training activities to improve the capacity of officers and employees of the Government of Guam to perform their duties to which they have been assigned, and to increase their readiness to assume broader responsibilities; and

WHEREAS, the U.S. Congress passed Public Law 91-648 creating the Intergovernmental Personnel Act (IPA) to assist State and local governments improve their ability to manage public programs, strengthen management and improve manpower resources; and

WHEREAS, in 1972 the Department of Administration was officially designated to administer the IPA Program along with other government-wide training programs under the Federal IPA grant; and

WHEREAS, Public Law 13-164 established the Government of Guam Apprentice Training Program as of July 13, 1976 within the Department of Administration for the purpose of developing highly skilled journeymen, thoroughly and broadly qualified in their trades in order to provide a potential source of key employees and supervisors within the Government of Guam; and

WHEREAS, the greatest investment that we as a people have is our skills and know-how, it is imperative that we guard and keepsake this investment carefully. Our future progress and strength as a territory depends upon a conscious concern for training, skills and manpower resources; and

WHEREAS, through the initiative of the Department of Administration, all training programs were colligated into a manual; and

WHEREAS, this Training and Development manual will provide the opportunity to bring together in a common effort, all training program policies and guidelines for both the local and Federal government's interest, as well as establish and maintain the effective training of government employees under a centralized handbook;

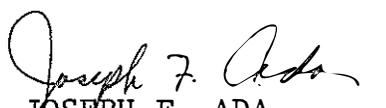
NOW, THEREFORE, I, PAUL M. CALVO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do hereby promulgate the attached "Training and Development Guidelines and Policy Administration Handbook" for the Government of Guam to be in effect immediately. All previous executive orders pertaining or relevant in a same manner will be superceded by this order.

Signed and promulgated at Agana, this 30th day of October, 1980.



PAUL M. CALVO
Governor of Guam

COUNTERSIGNED:



JOSEPH F. ADA
Lieutenant Governor