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DANIEL D. LEON GUERRERO
Executive Director

CSC No.: 2023-027

MEMORANDUM

Date: January 9, 2023

To: Vera Topasna, Director
Guam Military Buildup

From: Daniel D. Leon Guerrero, Executive Director
Civil Service Commission (CSC)

Subject: **FOIA Request for the Guam Military Buildup Annual Submission of Fiscal Year 2023 Staffing Pattern, Organizational Chart and Functional Statement.**

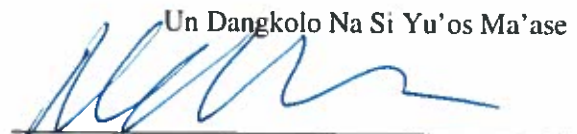
Hafa Adai!

On October 3, 2022, the Civil Service Commission (CSC) requested via CSC Memorandum No: (2023-002) to submit Fiscal Year 2023 Staffing Pattern, Organizational Chart, and Functional Statements, no later than Friday, October 14, 2022.

Then, CSC made a follow-up request on October 19, 2022, via CSC Memorandum No: (2023-009) to submit Fiscal Year 2023 Staffing Patterns, Organizational Charts, and Functional Statements, no later than Wednesday, November 2, 2022.

These documents are essential to execute effective post audit of personnel actions. We believe the Guam Military Buildup did not submit these requested documents. Thus, the CSC formally submits a FOIA request for copies of your Fiscal Year 2023 Staffing Pattern, Organization Chart and Functional Statement within (4) Four working days from receipt of this request pursuant to Section 10103 (d) 5 G.C.A. Chapter 10. Sunshine Reform Act of 1999, Freedom of Information Act.

Should you have any questions please do not hesitate to contact Mr. Roland P. Fejarang, Personnel Management Administrator at (671) 647-1853 or roland.fejarang@csc.guam.gov.


Daniel D. Leon Guerrero
Executive Director, Civil Service Commission