



EDWARD M. BIRN  
Director (Direktot)

ELIZABETH T. FISHER

Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1174/1201 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

May 13, 2024

HRD No.: 24-184

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist III, Classification and Pay Branch

Subject: Notice of Proposed Creation of Position

RE: Aquaculture Division Chief and Aquaculture Division Assistant Chief

*Buenas yan Hafa Adai!* This is to request your approval to prepare the proposed creation of the Aquaculture Division Chief and Aquaculture Division Assistant Chief positions, at the request of the Director, Department of Agriculture and pursuant to Executive Order No. 2024-01, relative to the establishment of the Division of Aquaculture on April 4, 2024. The proposed positions are essential to developing a program to establish and manage a sustainable aquaculture industry on Guam. The positions are responsible for administering all programs and activities of the Division of Aquaculture to include the management of two sections, Environmental Protection & Restoration and Economic & Community Development.

The recommended job evaluations for the Aquaculture Division Chief and Aquaculture Division Assistant Chief are as follows:

POSITION TITLE	KNOW-HOW	PROBLEM-SOLVING	ACCT	PROFILE	TOTAL POINTS	PAY GRADE
Aquaculture Division Chief	F II 3 400	E 4 43% 175	E 4 C 200	+1	115	S (GPP)
Aquaculture Division Assistant Chief	E II 3 350	E 4 43% 152	E 3 C 175	+1	677	R (GPP)

Upon approval of this request, the Classification Branch will post the proposed job specifications on the Department of Administration's website for a period of ten (10) work days pursuant to 4 GCA §6303(c)(2) for comments. Additionally, electronic copies will be provided to the various local media outlets.

Should you have any questions or require further information, please do not hesitate to call on me or the Classification and Pay staff. *Si Yu'os Ma'ase!*

ROSEZETTE SANTOS

Attachments

<input checked="" type="checkbox"/> APPROVED  <hr/> SHAME G.L. NGATA, PSA Human Resources Division Date: 05/14/24
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**Guam Department of Agriculture**  
**Dipåtamenton Agrikotturan Guåhan**  
*163 Dairy Road, Mangilao, Guam 96913*



**Lourdes A. Leon Guerrero**  
*Governor*  
**Joshua F. Tenorio**  
*Lt. Governor*

**Chelsa Muña-Brecht**  
*Director*  
**Roy Gamboa**  
*Deputy Director*

**MEMORANDUM**

**To:** Edward M. Birn, Director  
 Department of Administration

**Via:** Shane Ngata, Personnel Services Administrator

**From:** Chelsa Muña, Director

**Date:** April, 17, 2024

**Subject:** Request to create positions:  
 1. Division of Aquaculture Chief  
 2. Division of Aquaculture Assistant Chief

*Buenas yan Håfa Adai!* This is a formal request to create the positions of Division of Aquaculture Chief and Division of Aquaculture Assistant Chief within the Department of Agriculture.

We are requesting to create the positions relative to the establishment of the Division of Aquaculture on April 04, 2024, as mandated by Governor Lourdes A. Leon Guerrero’s Executive Order No. 2024-01.

The creation of these positions is essential to developing a program to the establish and manage a sustainable aquaculture industry in Guam. The positions are responsible for administering all programs and activities of our Division of Aquaculture to include the management of two sections, Environmental Protection & Restoration and Economic & Community Development.

The Division of Aquaculture Chief would oversee policies, plans, standards, procedures, and coordination of grant-in-aid for comprehensive aquaculture programs and activities, as well as direct the preparation of operating budget for the division. The Chief will provide expertise and maintain liaison with federal, local, and private agencies to assure compliance with law, regulations, policies, and executive orders applicable to aquaculture programs and activities. Lastly, the Chief will review proposed scientific work on aquaculture species, conduct research analysis, and write scientific reports to ensure continuity and preservation of aquaculture resources.

The Division of Aquaculture Assistant Chief would provide critical support to the Division of Aquaculture Chief, ensuring direct operational oversight and management of aquaculture programs and activities. The Assistant Chief would assist in fulfilling local mandates, maintaining fiscal and program compliance for all federal funds received, and keep abreast of federal and local laws and regulations applicable to aquaculture programs and activities. Furthermore, the Assistant Chief will assist in the review of proposed scientific work on aquaculture species, impacts to species, and associated habitats, evaluating research planning and its effectiveness, as well as conduct research, complete analysis, and write scientific reports consistent with accepted professional standards.

I hope that our request to create the positions of Division of Aquaculture Chief and Division of Aquaculture Assistant Chief within the Division of Aquaculture is granted, as it will greatly improve our ability to meet all our mandates and service our island's growing population and businesses more efficiently.

The rapid growth and complexity of our aquaculture industry necessitate dedicated leadership in order to help the division and department develop innovative aquaculture advancement technologies, enhance sustainability practices, and maximize emerging opportunities in the aquaculture industry.

I would like to thank you for your time and attention on this matter and look forward to your favorable consideration to this request.

*Un Dangkolo na Agradesimiento!*

**Chelsa D.  
Muna**  
Chelsa D. Muña

Digitally signed by  
Chelsa D. Muna  
Date: 2024.04.17  
16:01:55 +10'00'

LOURDES A. LEON GUERRERO  
GOVERNOR



JOSHUA F. TENORIO  
LT. GOVERNOR

UFISINAN I MAGA'HÅGAN GUÅHAN  
OFFICE OF THE GOVERNOR OF GUAM

**Via Hand Delivery  
and E-mail to: [speaker@guamlegislature.org](mailto:speaker@guamlegislature.org)**

April 4, 2024

The Hon. Therese M. Terlaje  
*Speaker, I Mina'trentai Siette Na Liheslaturan Guåhan*  
37<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagåtña, Guam 96910

**Re: EXECUTIVE ORDER NO. 2024-01**

*Håfa Adai Madam Speaker,*

Pursuant to Public Law 34-16, transmitted herewith is the following Executive Order:

**EXECUTIVE ORDER NO. 2024-01**

RELATIVE TO THE CREATION OF THE DIVISION OF AQUACULTURE  
WITHIN THE DEPARTMENT OF AGRICULTURE

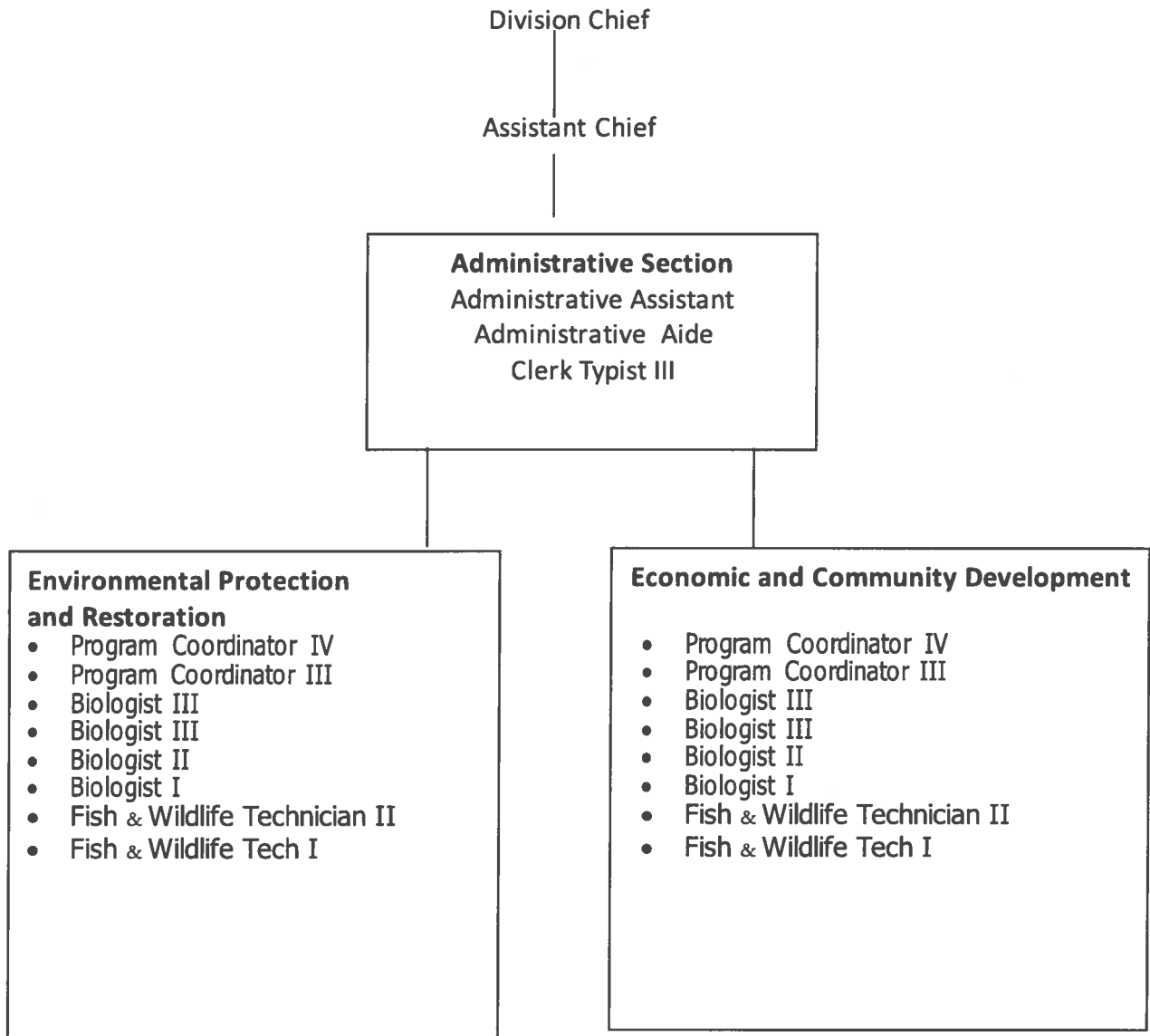
*Senseramente,*

  
JEFFREY A. MOOTS  
*Legal Counsel*

Enclosure: Executive Order No. 2024-01

cc via email: *Maga'hågan Guåhan*  
*Sigundo Maga'låhen Guåhan*  
Hon. Robert J. Torres, Jr., Chief Justice of Guam  
Compiler of Law  
Central Files  
Cabinet Members

**DEPARTMENT OF AGRICULTURE  
DIVISION OF AQUACULTURE  
ORGANIZATIONAL CHART 2024**





**ISLAND OF GUAM  
OFFICE OF THE GOVERNOR  
HAGATNA, GUAM 96932  
U.S.A.**

**EXECUTIVE ORDER 2024-01**

**RELATIVE TO THE CREATION OF THE DIVISION OF  
AQUACULTURE WITHIN THE DEPARTMENT OF AGRICULTURE**

**WHEREAS**, Guam law vests the Department of Agriculture (“DoAG”) with broad powers and duties that extend beyond policymaking and regulation of agriculture operations in Guam; and

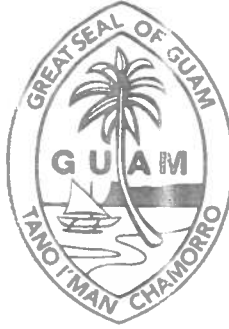
**WHEREAS**, Guam law confers the DoAG Director with significant reorganization authority to carry out the agency’s mandates, goals, and objectives. Specifically, Guam law authorizes the Director to consolidate, abolish, or create divisions and prescribe duties of agency employees; and

**WHEREAS**, while the DoAG is chiefly responsible for the conservation and protection of fish, wild animals, plants and forests in Guam and serves as a proven resource to our farmers in the development of productive and sustainable farming practices, the agency’s mandates further include the implementation of the Guam Land Conservation Act, which authorizes the DoAG to establish agricultural preserves to ensure the continued and future preservation of productive agricultural lands, environmental resources and unimpaired landscapes; and

**WHEREAS**, in recent years, the DoAG has invested substantial resources in the development of a sustainable and profitable aquaculture industry, an industry involving the practice of farming fish and other aquatic organisms, on Guam; and

**WHEREAS**, with growing technical aquaculture advancements and practices, and the ever-increasing global demand for seafood, communities that rely on aquaculture and have deep cultural connections to our oceans, including Guam, must take measures to ensure seafood security while implementing aggressive measures to preserve the health of our oceans. Interest in aquaculture has surged worldwide in recent years, with over fifty (50) percent of the world’s seafood consumption coming from aquaculture; and

**WHEREAS**, because of the breadth and importance of the DoAG’s mandate, it is appropriate at this time to create an aquaculture division within the DoAG to ensure parity of this discipline with other agency objectives, by facilitating the allocation of necessary agency resources and personnel to related programs and enable the DoAG to respond to



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**WHEREAS**, aquaculture expertise and resources were previously developed and leveraged through the Guam Aquaculture Task Force (“GATF”) established in Executive Order No. 2019-12; and

**WHEREAS**, to ensure continuity and preservation of these key resources, it is further appropriate that the Aquaculture Advisory Board incorporate and adopt desirable features and recommendations of the GATF and, where appropriate, designate former members of the GATF as members of the Aquaculture Advisory Board.

**NOW THEREFORE, I LOURDES A. LEON GUERRERO**, *I Maga’hagan Guahan*, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam as amended and 5 G.C.A. Chapter 1A, do hereby order:

1. **CREATION OF THE DIVISION OF AQUACULTURE WITHIN THE DEPARTMENT OF AGRICULTURE.** Pursuant to the authority conferred by 5 GCA § 60201, the Director of the Department of Agriculture may proceed with the creation of the Division of Aquaculture within the Department of Agriculture, consistent with the functions and needs of the Department.
2. **RESCISSION OF EXECUTIVE ORDER NO. 2019-12.** Executive Order No. 2019-12, establishing the Guam Aquaculture Task Force is hereby rescinded.
3. **ESTABLISHMENT OF AQUACULTURE ADVISORY BOARD.** There is hereby established the Aquaculture Advisory Board within the Division of Aquaculture of the Department of Agriculture.
  - a. **Functions.** The Aquacultural Advisory Board shall advise the Division of Aquaculture within the Department of Agriculture regarding the establishment and management of a sustainable aquaculture industry in Guam.
  - b. **Membership.** The members of the Board shall be as follows:
    - i. The Division Head of the Division of Aquaculture.
    - ii. The Division Head of the Division of Aquatics and Wildlife.
    - iii. The Director of the Department of Statistics and Planning.



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- viii. One (1) representative of a Guam-based marine commercial fisheries organization appointed by the Governor.
  - ix. Three (3) individuals who are active members of the aquaculture industry in Guam who shall be appointed by the Governor.
- c. **Term Limits.** The three individual members shall serve for a term of three (3) years.
- d. **Officers.** The Governor shall appoint a member as the chairperson who shall hold the position until such time the membership of the Board can elect a chairperson from amongst its members. The Board may also elect such additional officers as the membership deems necessary to fulfill the functions of the Board.
- e. **Bylaws.** The Board is authorized to establish bylaws, not inconsistent with this Executive Order or the laws of Guam, that the membership feels are necessary to allow the Board to fulfill the functions of the Board.
4. **SEVERABILITY.** If any provision of this Executive Order or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this Order that can be given effect without the invalid provision or application, and to this end, the provisions of this order are severable.

**SIGNED AND PROMULGATED** at Hagåtña, Guam this 4th day of April, 2024.

**LOURDES A. LEON GUERRERO**  
*Maga'hågan Guåhan*  
*Governor of Guam*

Attested by:

