



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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CERTIFICATION

The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **GUAM CUSTOMS AND QUARANTINE AGENCY**.

BBMR further attests that all efforts were made in the review process to ensure the accuracy of the calculations and that the results indicated compliance with the budget ceiling established for this government entity from all fund sources.

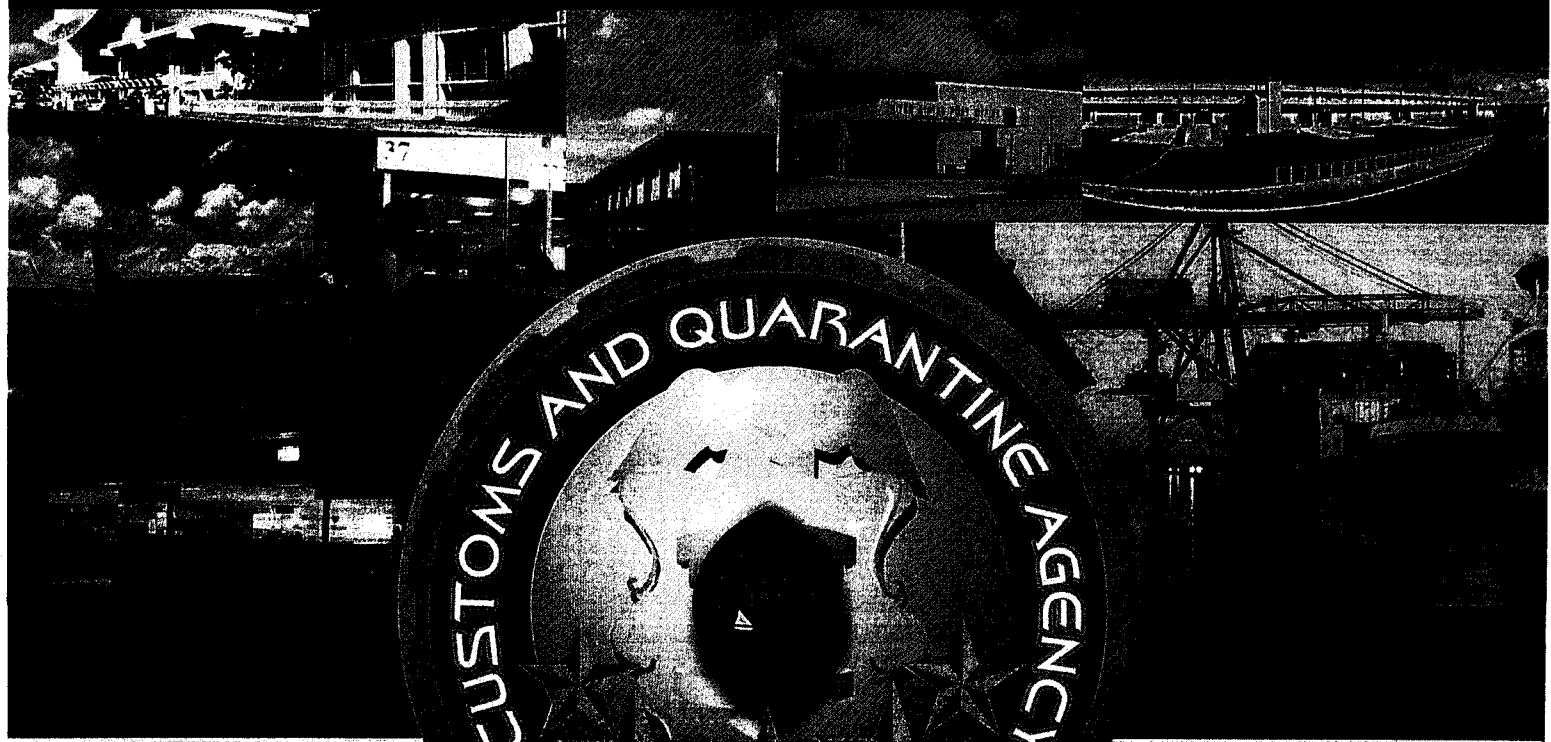
The justification of this budget request is the responsibility of the government entity listed above and any submission outside of the certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

BERTHA M. DUENAS

Date: **MAR 18 2010**

GUAM CUSTOMS

GUAM'S FIRST LINE OF DEFENSE



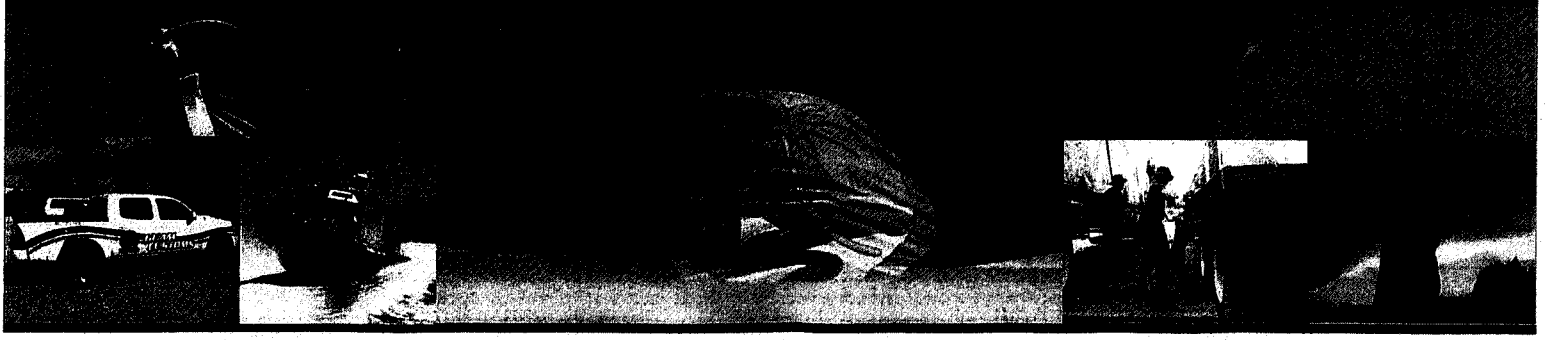
BUDGET

REQUEST

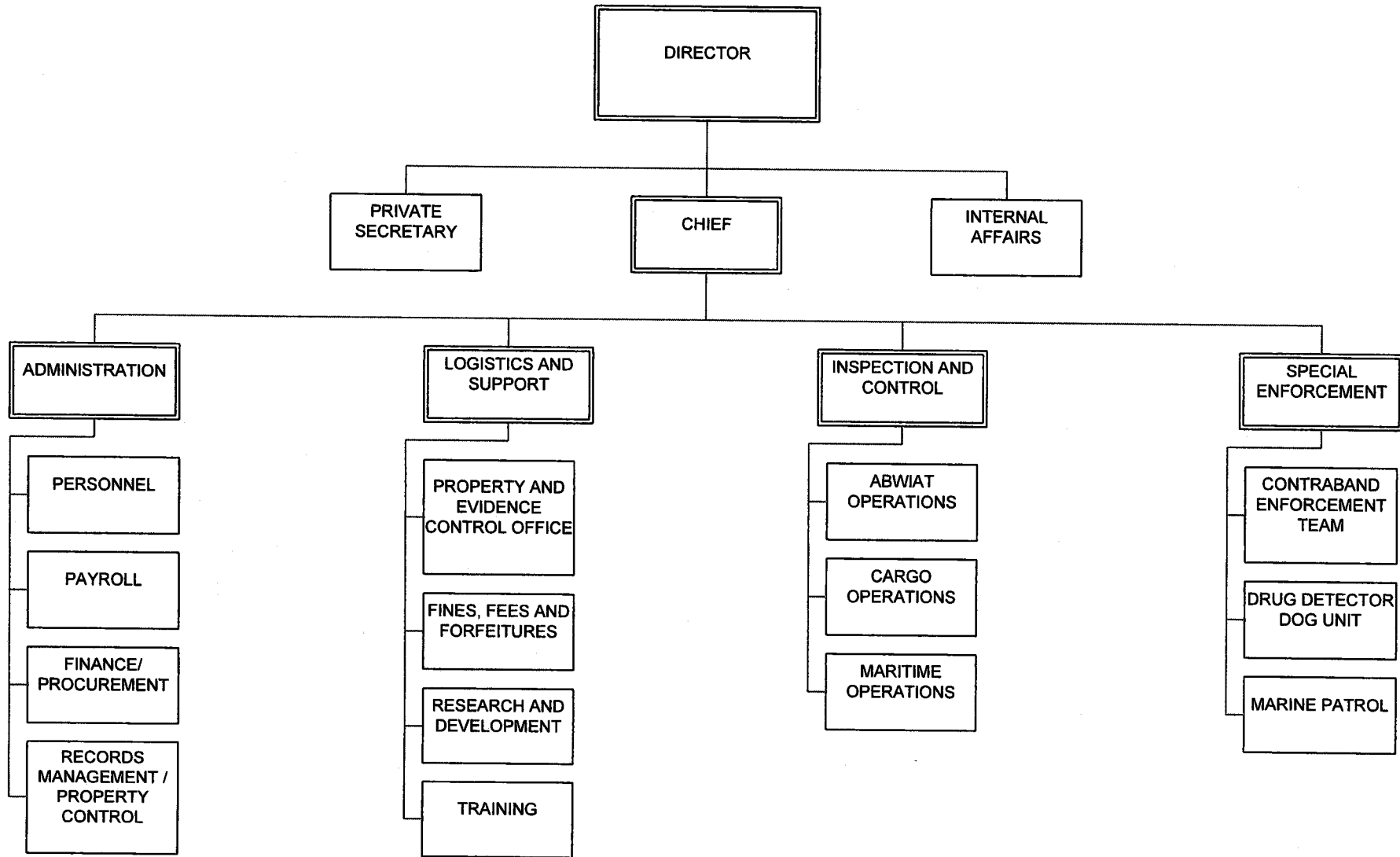
FISCAL YEAR 2011

Protecting Our Island, Our People,
and Our Resources

www.cqa.guam.gov



CUSTOMS AND QUARANTINE AGENCY
ORGANIZATIONAL CHART
FISCAL YEAR 2011



CUSTOMS AND QUARANTINE
FUNCTIONAL CHART
FISCAL YEAR 2011

DIRECTOR'S OFFICE

1. Develop Agency policies, procedures, regulations, staffing, planning, budgeting, coordinating work operations, personnel records, maintaining liaison roles with various government and civic organizations and secures and maintains all equipment needed to successfully accomplish the mission and objectives of the agency.
2. Monitors and disseminates information to various government and civilian entities regarding changes in regulation requirements, handles and resolves operational needs and staff complaints and grievances.
3. Plans, collects, evaluates, analyzes and disseminates operational activities and programs for strategic and tactical purposes, inventories, monitors and evaluates systems for accountability, enhances physical security controls.

INTERNAL AFFAIRS

1. Investigates complaints against the agency or its employees; processes complaints and provides reasonable notice of answers to complaints.
2. Conducts background investigations of all persons applying for employment with the agency.

ADMINISTRATIVE SUPPORT STAFF

1. Responsible for the fiscal, payroll, personnel, records and supplies within the agency; prepares the agency's annual budget; process requests for recruitment, resignations, increments, promotions and adverse action.
2. Initiates the processing and issuance of requisitions to procure operational supplies and equipment on a daily basis.
3. Accountability for the agency's financial obligations and prepares reports on expenditures charged against the agency.

LOGISTICS AND SUPPORT DIVISION

1. Formulates and implements policies and procedures governing programs and projects.
2. Prepares short and long term plans for divisions and units; plans for and implements training programs to enhance operations and personnel performance.
3. Provide internal leadership training for Section supervisors to identify chain of command, responsibility and cohesiveness.
4. Provide logistical support to the agency for maximizing productivity of personnel and capital resources.
5. Controls evidence and property in the custody of the agency; maintains inventories; monitors and evaluates systems for accountability; enhances physical and plant security controls over confiscated merchandise.
6. Responsible for processing all fines, penalties, and forfeiture cases for the agency; examining all documents and evidence; preparing all paperwork interpreting and applying Customs and related laws and regulations; recommending action for disposition of cases.

INSPECTION AND CONTROL DIVISION

1. Responsible for the effective implementation of programs, procedures and policies affecting the inspection and control of merchandise, aircraft, postal articles and persons entering the island.
2. Formulates, implements and evaluates programs of import and export control and inspection; ensures public and employee compliance with programs affecting operations.
3. Determines admissibility of importations, ensures complete, uniform and effective implementation of policies and programs.
4. Maintains contact with business community regarding commodity entry status; ensures overall regulatory compliance by local and trade community.
5. Plans and develops strategies and guidelines for airport and maritime operations to include military arrivals of aircraft and passengers.
6. Serves as an advisor to upper management to ensure complete, uniform and effective implementation of policies relating to inspection and control of passengers.

SPECIAL ENFORCEMENT DIVISION

1. Develop policies and procedures to detect violators of Customs and other agency laws; identify patterns through the analysis of information to enhance the effectiveness of the narcotics and other contraband intervention programs.
2. Gather, compile and analyzes intelligence information to identify suspect criminal activities of narcotic or other contraband concern; ensures the proper preservation and maintenance of evidence for use in criminal or judicial proceedings.
3. Detects and seizes smuggling of illicit narcotic substances through the use of specially trained narcotic detecting canine. Provides assistance to other law enforcement agencies in the detection of illicit narcotic substances.
4. Monitors and patrols the island's waterways in the interdiction of illegal smuggling activities through non-designated points of entry. Protects marine wildlife resources identified under international and local endangered species listing.

**Government of Guam
Fiscal Year 2011 Budget
Department / Agency Narrative**

FUNCTION: HOMELAND SECURITY

DEPT. / AGENCY: CUSTOMS and QUARANTINE AGENCY

MISSION STATEMENT:

The Customs and Quarantine Agency (CQA), Government of Guam, is responsible for enforcing numerous local and federal laws as it relates to passenger, cargo, and conveyance movements at Guam's ports of entry. The mission of the Agency is to enhance and protect the quality of life for the people of Guam by:

- Preventing the importation of illicit narcotics.
- Protecting our flora and fauna from the introduction of injurious pests and diseases.
- Preventing the introduction and spread of quarantine and communicable diseases.
- Reducing motor vehicular accidents through the enforcement of Federal Motor Vehicle Safety Standards and Federal Air Pollution Control Regulations on all imported vehicles.
- Enforcing substantive requirements relative to foreign and interstate commerce of firearms, ammunitions and explosives.
- Generating government revenue through the assessment and collection of Use Taxes on imported merchandise.
- Protecting legitimate business by enforcing copyright, patent, trademark, and Guam Product Seal regulations at all ports of entry.
- Protecting against the introduction of harmful and deleterious foods and products into our local markets.
- Deterring fraudulent and illicit activities in interstate commerce through the apprehension of violators for judicial prosecution.
- Providing assistance to other government law enforcement and regulatory agencies in the enforcement of local and federal rules, regulations, and laws.
- Controlling exports of commodities or technical data for the purpose of protecting national security, short supply and foreign policy.
- Protecting our island from the threat of terrorism at our borders and facilitate the Homeland Security Act.
- Assessment and collection of tobacco tax at the ports of entry as mandated by Public Law 26-03 and a Memorandum of Understanding between our agency and Department of Revenue and Taxation and the Attorney General's Office.

CQA is a government of Guam line agency that traditionally received its funding through general government revenues. However, Public Law 22-112 created our agency by removing the Customs and Quarantine Division from the Department of Commerce and making it an agency in its own right. Furthermore, in April 1996, CQA instituted the Customs, Agriculture, and Quarantine Inspection Services Charge (CAQISC) designed to generate the necessary funds for providing, maintaining, and operating inspection service charge facilities at our borders. Public Law 23-45 mandated these collections.

Currently, the CAQISC program entails air carrier fees at the Guam International Airport, and inbound cargo document processing fees at the Guam Air Cargo Terminal and Commercial Port of Guam. This program now serves as the sole funding source for customs, agriculture, and quarantine inspection services at our borders and is identified as Special Funds.

Customs opened a new cargo facility within the PACAIR Building in September Of 2009 and is currently utilizing a small portion of the facility. Through this budget request, however, the Agency is seeking authorization to fully utilize the facility in order to enhance the inspection process and assist the various consignees in the release of their inbound cargo, packages, etc... At present, however, the fee structure currently in place will not meet the increase in costs and demands at both the Cargo and Maritime Sections. The Agency intends to pursue the necessary fee adjustments where necessary to meet the current operating needs of these program areas.

As the military buildup quickly begins to unfold, it is critically important for the agency to take the necessary steps to effectively and efficiently meet the increases in military activities, and the possible requirement/demand to establish another port of entry due to all facets of increased military operations; personnel, logistics. The additional port of entry and other infrastructure needs for the military will be needed to suit their demand causing a tremendous strain and pressure on our limited resources of personnel and other logistics.

GOALS AND OBJECTIVES:

- ⇒ Development of a 4-year Strategic Improvement Plan designed to improve the overall level and quality of services provided by the agency.
- ⇒ Development of a Professional Growth and Development plan for all customs personnel
- ⇒ Recruitment of additional personnel to address shortfalls in meeting service demands across the board
- ⇒ Adjustment of the Customs, Agriculture and Quarantine Inspection Service Charges for ABWIAT, Cargo and Maritime to accurately recover costs of providing services at an effective level.
- ⇒ Initiate steps for Customs to receive Use Tax Revenues as authorized pursuant to statute and seek Executive Order for the transfer of its share
- ⇒ Employ a Legal Counsel to provide general legal services and guidance to the agency, relative to federal, state and local legislation regulations; or matters pertaining to internal investigations and personnel disciplinary matters
- ⇒ Develop an educational plan designed to inform the public regarding Customs regulations; specifically, having static media throughout the ports of entry to better inform travelers and importers of our regulations as it pertains to Customs . Implement an education-sector awareness program. The objectives are to improve overall compliance of the general public as it pertains to statutory regulations upon merchandise, cargo, persons and other means.
- ⇒ Implement an in-school education awareness program. This will allow us to educate the students of customs statutory regulations and to encourage drug prevention strategies
- ⇒ Expand the Drug Detector Dog Training Center. The Assistant Chief will be responsible in working and developing the canine program with certified instructors for our agency. This program is vital to our operations and our ability will also allow us to train and charge other law enforcement entities interested in establishing a drug detector program

Establish Captain positions to assist the Assistant Chiefs in their complex responsibilities. The Customs and Quarantine Agency today has grown in its responsibilities and scope. Our local role and regional federal responsibilities continue to grow as we manage homeland security, terrorism, and health quarantine regional and international mandates. Our daily tasks and activities that are managed in accordance with our expanded mission and the complexity of our job requires the resources of this new position.

This is all for **PROTECTING OUR ISLAND, OUR PEOPLE, AND OUR RESOURCES!!!**

Government of Guam
Fiscal Year 2011
Budget Digest

[BBMR BD-1]

Function: HOMELAND SECURITY
Department/Agency: CUSTOMS AND QUARANTINE AGENCY
Program: SUMMARY

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			F
		FY 2009 Expenditures & Encumbrances	FY 2010 Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund(s)	FY 2011 Other Fund 1/	FY 2011 Total Req. (C+D+E)

PERSONNEL SERVICES

111	Regular Salaries/Increments/Special Pay	\$5,032,585	\$5,775,314	\$0	\$0	\$5,974,866	\$5,974,866
112	Overtime	266,911	277,242	0	0	0	0
113	Benefits	1,665,841	1,680,443	0	0	2,038,325	2,038,325
114	Insurance Benefits (Medical / Dental / Life)	0	119,313	0	0	0	0
TOTAL PERSONNEL SERVICES		\$6,965,337	\$7,852,312	\$0	\$0	\$8,013,191	\$8,013,191

OPERATIONS

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	131,756	174,072	0	0	95,491	95,491
233	OFFICE SPACE RENTAL:	0	0	0	0	546,000	546,000
240	SUPPLIES & MATERIALS:	65,310	86,500	0	0	16,440	16,440
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKERS COMPENSATION	6,821	0	0	0	0	0
271	DRUG TESTING	38	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	57,208	54,950	0	0	54,600	54,600
TOTAL OPERATIONS		\$261,133	\$315,522	\$0	\$0	\$712,531	\$712,531

UTILITIES

361	Power	\$18,750	\$17,042	\$0	\$0	\$0	\$0
362	Water/ Sewer	2,446	1,933	0	0	0	0
363	Telephone/ Toll	84,060	86,960	0	0	45,000	45,000
TOTAL UTILITIES		\$105,256	\$105,935	\$0	\$0	\$45,000	\$45,000

CAPITAL OUTLAY

450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS

TOTAL APPROPRIATIONS		\$7,331,726	\$8,273,769	\$0	\$0	\$8,770,722	\$8,770,722
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1/ CUSTOMS, AGRICULTURE AND QUARANTINE INSPECTION SERVICES FUND (CAQISF)

FULL TIME EQUIVALENCIES (FTEs)

UNCLASSIFIED	3	2	0	0	2	2
CLASSIFIED	143	154	0	0	154	154
TOTAL FTEs	146	156	0	0	156	156

DIRECTOR'S
OFFICE

Office of the Director
Internal Affairs
Administrative Support
Staff

**Decision Package
FY 2011**

Department: Customs & Quarantine Agency Division/Section: Director's Office

Program Title: **DIRECTOR'S OFFICE**

Activity Description:
 This division provides the overall planning, coordination, management, supervision and direction of enforcement programs administered by the Customs & Quarantine Agency, and consists of three (3) sections:

1. Director's Office
2. Internal Affairs
3. Administration

Collectively, these sections are responsible for the evaluating programs and operations, making policies and procedures, providing personnel and management support services, addressing fiscal management and procurement matters maintaining employee productivity, discipline, and effectiveness, and coordinating/implementing, inter-departmental enforcement efforts.

Major Objective(s):
 To provide executive direction in the planning, development, and implementation of programs administered by the agency that will improve our services, and promote our operational effectiveness and efficiency in fulfilling our mission to the People of Guam.
 The continued development and professional growth of customs civilian personnel with the gradual accretion of duties and responsibilities. Development of administrative support staff education training plan.
 To evaluate the necessary steps needed to evaluate, rank, pay and organizational structure of the agency.

Short-term Goals:
 Achieve program objectives for the better delivery of customs services, and to improve the effectiveness of our narcotics interdiction efforts.
 Monitor enforcement and program compliance with local and federal regulations;
 Adjust service fees to properly accommodate the cost of providing Customs services in our cargo and maritime operations and, to accurately reflect the costs of providing customs inspections at the Guam International Air Terminal. ;
 Establish computer links with the Criminal History Database Network, Superior Court of Guam, and all ports of entry/investigative units to facilitate the timely screening and inspection of passengers and/or cargo.
 Provide upward mobility of our employees in accordance with the civil service and customs reorganization improvement plans;
 Conduct an actuary for the construction of Customs Inspection Facilities at our borders, and applicable program guidelines for their operations;
 Coordinate with Department of Administration, Division of Accounts, in implementing a system in the daily collection and reporting of Use Tax, Customs Inspection and Document Processing Fees;
 Initiate steps for Customs to receive Use Tax revenues authorized pursuant to statute and seek Executive Order for the transfer of its share;
 Establish a record system for disposal of records.
 Identify and provide bi-weekly office administrative training for civilian support staff to ensure professional growth. Conduct bench test analysis of administrative core task requirements for administrative career field upgrade.

Workload Indicator:	FY 2009	FY 2010	FY 2011
	Level of Accomplishment	Anticipated Level of Accomplishment	Projected Level of Accomplishment
Administration and Supervision	100%	100%	100%
Preparation of Reports	100%	100%	100%
Mailing and Dissemination of Information	100%	100%	100%
Inter-departmental/agencies Customs coordination	100%	100%	100%
Investigations	95%	100%	100%
Collections and Reporting	85%	95%	98%

Government of Guam
Fiscal Year 2011
Budget Digest

[BBMR BD-1]

Function: HOMELAND SECURITY
Department/Agency: CUSTOMS AND QUARANTINE AGENCY
Program: DIRECTOR'S OFFICE

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2009 Expenditures & Encumbrances	FY 2010 Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund(s)	FY 2011 Other Fund 1/	FY 2011 Total Req. (C+D+E)
PERSONNEL SERVICES							
111	Regular Salaries/Increments/Special Pay	\$651,850	\$747,053	\$0	\$0	\$803,096	\$803,096
112	Overtime	1,000	20,232	0	0	0	0
113	Benefits	194,194	211,566	0	0	285,181	285,181
114	Insurance Benefits (Medical / Dental / Life)	0	26,541	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$847,044	\$1,005,392	\$0	\$0	\$1,088,277	\$1,088,277
OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	131,756	174,072	0	0	95,491	95,491
233	OFFICE SPACE RENTAL:	0	0	0	0	546,000	546,000
240	SUPPLIES & MATERIALS:	65,310	86,500	0	0	16,440	16,440
250	EQUIPMENT:	0	0	0	0	0	0
270	WORKERS COMPENSATION	6,821	0	0	0	0	0
271	DRUG TESTING	38	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	57,208	54,950	0	0	54,600	54,600
	TOTAL OPERATIONS	\$261,133	\$315,522	\$0	\$0	\$712,531	\$712,531
UTILITIES							
361	Power	\$0	\$17,042	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	1,933	0	0	0	0
363	Telephone/ Toll	84,060	86,960	0	0	45,000	45,000
	TOTAL UTILITIES	\$84,060	\$105,935	\$0	\$0	\$45,000	\$45,000
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$1,192,237	\$1,426,849	\$0	\$0	\$1,845,808	\$1,845,808

1/ CUSTOMS, AGRICULTURE AND QUARANTINE INSPECTION SERVICES FUND (CAQISF)

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED	3	2	0	0	2	2	
CLASSIFIED	23	23	0	0	24	24	
TOTAL FTEs	26	25	0	0	26	26	

Schedule A - Off-Island Travel

Department/Agency: Customs and Quarantine Agency

Division: DIRECTOR'S OFFICE

Program: DIRECTOR'S OFFICE

Purpose / Justification for Travel				
N/A				
Travel Date:			No. of Travelers:	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
N/A				
Travel Date:			No. of Travelers:	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
			\$ -		
Repair & Service for Govt. Officials	1	0	\$ -	x	
Preventive Maintenance for Govt. Officials & X-ray Van	1	0	\$ -	x	
Preventive Maintenance for computer systems Services	1	0	\$ -		
Headquarters - Director/LSD/CET/DDDU					
Lease - Copier (Admin)	1	15396	\$ 15,396.00	x	
Maintenance Contract - Copier (Dir)	2	0	\$ -	x	
Meter readings - Copiers	1	0	\$ -	x	
Maintenance Contract - Copier (ICD)	1	0	\$ -	x	
Lease - Copier (SED)	1	0	\$ -	x	
Lease - Copier (CET)	1	0	\$ -	x	
Trash Collections Services	1	0	\$ -	x	
Printing Services (Invoices)	1	0	\$ -		
Implement Customs Educational Program	1	0	\$ -		
ID/ramp/decal Renewal	1	5000	\$ 5,000.00	x	
Digital Airtime Services (Radio)	1	50000	\$ 50,000.00	x	
T-1, GGWAN, DSL and Internet Services	1	14068	\$ 14,068.00	x	
Federal Telecommunication Services	1	2500	\$ 2,500.00	x	
Safety Inspection Services (Official Vehicles)	1		\$ -		
Airport Operations					
Lease - Copier	1	1926	\$ 1,926.00	x	
Preventive Maintenance for X-ray machines	1	0	\$ -	x	
Cargo Section					
Lease - Copier	1	1601	\$ 1,601.00	x	
Lease - Copier (pacair)	2	0	\$ -		
Incineration Services	1	5000	\$ 5,000.00	x	
Service Contract - Virtualization System (cctv/alarm/sc)	1	0	\$ -		
Maritime Section					
Lease - Copier	1	0	\$ -	x	
Lease - Copier (pacair)	2				
Total Contractual			\$ 95,491.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Office Supplies not available at GSA Tenda	1	5000	\$ 5,000.00		
Household/Hardware Supplies not available at GSA	1	1440	\$ 1,440.00		
Toners/Cartridges/Computer Supplies	1	0	\$ -		
Tires & Batteries (Official Vehicles)	1	0	\$ -		
Ammunitions for annual certification	1	10000	\$ 10,000.00		
Container Seals	1	0	\$ -		
Drug Test Kits	1	0	\$ -		
Photo Supplies	1	0	\$ -		
ID cards/ribbons/supplies (ID Machine)	1	0	\$ -		
Fuel for Official vehicles	1	0	\$ -		
Misc. supplies needed to implement Educational Program	1	0	\$ -		
Line Stamps	117	0	\$ -		
Total Supplies & Materials			\$ 16,440.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Radios	156	0	\$ -		
Weapons	134	0	\$ -		
Total Equipment			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Uniform Allowances	156	350	\$ 54,600.00	x	
			\$ -		
			\$ -		
Total Miscellaneous			\$ 54,600.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Virtualization System	4	0	\$ -		
			\$ -		
Total Capital Outlay			\$ -		

**Government of Guam
Fiscal Year 2011
Agency Staffing Pattern
(PROPOSED)**

[BBMR SP-1]

FUNCTIONAL AREA: HOMELAND SECURITY

DEPARTMENT/AGENCY: CUSTOMS & QUARANTINE AGENCY

PROGRAM: DIRECTOR'S OFFICE

FUND: CUSTOMS, AGRICULTURE AND QUARANTINE INSPECTION SERVICES FUND

Input by Department										Input by Department										
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) Subtotal (E+F+G+H)	(K) Retirement (J * 27.46%)	(L) Retire (DDI) (\$16.66*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Am:					Life (I)	Medicare (1.45% * J)	Life (I)				
1	C-001	Director **	Dennis J. Santo Tomas	L4	60,850.00	0	0.00		N/A	0	60,850	16,709.41	\$433	\$0	882.33	\$174	\$1,560	\$168	19,927	80,777
2	C-002	Private Secretary	Briana T. San Nicolas	L-13	35,571.00	0	0.00		3/21/2012	0	35,571	9,767.80	433	0	515.78	174	1,560	168	12,619	48,190
3	C-700	Chief Of Customs	Raffaele M.J. Sgambelluri	QL02-09	70,212.00	0	0.00		8/13/2011	336	70,548	19,372.48	0	0	1,022.95	174	1,560	168	22,297	92,845
4	C-757	Customs Officer Supervisor	Vacant	ML02-01	0.00	0	0.00			0	0	0.00	0	0	0.00	0	0	0	0	0
5	C-739	Customs Officer III	Mayhellen M. Mwan	JL02-10	41,296.80	0	0.00		7/5/2011	301	41,598	11,422.76	433	0	603.17	174	0	0	12,633	54,231
6	C-724	Customs Officer III	Robert J. Agnon	JL02-12	44,238.00	0	0.00		7/5/2012	0	44,238	12,147.75	433	0	641.45	174	0	0	13,396	57,634
7	C-131	Customs Officer III	Engene T. Igron	JL02-09	39,919.20	0	0.00		3/27/2011	670	40,589	11,145.79	0	0	588.54	174	2,077	216	14,201	54,791
8	C-784	Administrative Aide	Antoinette S. Perez	F-13	29,329.00	0	0.00		12/7/2011	0	29,329	8,053.74	433	0	425.27	174	2,077	216	11,379	40,708
9	C-785	Administrative Aide	Roberta M. Mafnas	F-13	29,329.00	0	0.00		12/7/2011	0	29,329	8,053.74	0	0	425.27	174	1,560	168	10,381	39,710
10	C-006	Records Management Officer	Enrique T. San Agustina	J-12	36,865.00	0	0.00		9/6/2011	108	36,973	10,152.79	433	0	536.11	174	0	0	11,296	48,269
11	C-733	Messenger Clerk	Franklin E. Santiago	D-11	24,592.00	0	0.00		5/17/2012	0	24,592	6,752.96	433	0	356.58	174	1,560	168	9,445	34,037
12	C-107	Administrative Assistant	Arthur C. Garrido	J-11	35,618.00	0	0.00		1/21/2011	935	36,553	10,037.45	0	0	530.82	174	2,077	216	13,034	49,587
13	C-108	WP-Secretary II	Cynthia L. Kuper	H-09	28,963.00	0	0.00		3/28/2011	583	29,546	8,113.33	433	0	428.42	174	2,077	216	11,442	40,988
14	C-109	WP-Secretary II	Marissa G. Atoigue	H-10	29,963.00	0	0.00		12/8/2010	874	30,836	8,467.57	433	0	447.12	174	0	0	9,522	40,358
15	C-110	WP-Secretary II	Cristian L. Lmosd	H-11	31,011.00	0	0.00		9/24/2011	90	31,101	8,540.33	433	0	450.96	174	0	0	9,598	40,699
16	C-111	Clerk III	Juanita P. Pablo	E-11	25,858.00	0	0.00		12/1/2011	0	25,858	7,100.61	433	0	374.94	174	0	0	8,083	33,941
17	C-117	Clerk III	Mary AC Perez	E-07	22,488.00	0	0.00		2/9/2012	0	22,488	6,175.20	433	0	326.08	174	2,077	216	9,401	31,889
18	C-118	Clerk III	George F. Reyes	E-14	28,670.00	0	0.00		6/3/2012	0	28,670	7,872.78	433	0	415.72	174	1,560	168	10,623	39,293
19	C-901	Clerk III	Frauces Pipes	E-04	19,779.00	0	0.00		11/3/2010	954	20,733	5,693.28	433	0	300.63	174	2,077	216	8,894	29,627
20	C-112	Clerk III	Vlncat C. Babauta	E-08	23,318.00	0	0.00		9/13/2011	69	23,387	6,422.07	433	0	339.11	174	1,560	168	9,096	32,483
21	C-119	Clerk III	Destiny J. Depamaylo	E-04	19,779.00	0	0.00		10/31/2010	1,041	20,820	5,717.17	433	0	301.89	174	0	0	6,626	27,446
22	C-116	Clerk III	Veronica A. Perez	E-01	16,656.00	0	0.00		11/17/2011	0	16,656	4,573.74	433	0	241.51	174	1,560	168	7,150	23,806
23	C-900	Clerk III	Natasha O. Taitague	E-04	19,779.00	0	0.00		10/31/2010	1,041	20,820	5,717.17	433	0	301.89	174	4,076	386	11,088	31,908
Sub-total					714,083.00	\$0	0.00			\$7,002	721,085	198,009.94	\$7,794	\$0	10,455.73	\$3,828	\$29,018	\$3,026	252,132	973,217
Approved GGI'S																				
1	C-004	Administrative Service Officer	Vacant	N-01	31,064.00	0	0.00			0	31,064	8,530	433	0	450	174	1,560	168	11,316	42,380
2	C-114	Clerk III	Vacant	E-01	16,656.00	0	0.00			0	16,656	4,574	433	0	242	174	1,560	168	7,150	23,806
3	C-136	Storekeeper I	Vacant	E-01	16,656.00	0	0.00			0	16,656	4,574	433	0	242	174	1,560	168	7,150	23,806
4	C-152	Storekeeper II	Vacant	F-01	17,635.00	0	0.00			0	17,635	4,843	433	0	256	174	1,560	168	7,433	25,068
Sub-total:					\$82,011	\$0	\$0			\$0	\$82,011	\$22,520	\$1,732	\$0	\$1,189	\$696	\$6,240	\$672	\$33,049	\$115,060
Grand Total:					\$796,094	\$0	\$0			\$7,002	\$803,096	\$220,530	\$9,526	\$0	\$11,645	\$4,524	\$35,258	\$3,698	\$285,181	\$1,088,277

* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2010 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2011

**Government of Guam
Fiscal Year 2010 Budget
CQA Staffing Pattern
Current**

[BBMR SP-1]

FUNCTIONAL AREA: HOMELAND SECURITY

AGENCY: CUSTOMS & QUARANTINE AGENCY

PROGRAM: DIRECTOR'S OFFICE

FUND: CUSTOMS, AGRICULTURE AND QUARANTINE INSPECTION SERVICES FUND

Ratio:

Input by Department											Input by Department								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		Subtotal	Retirement (K * 25.20%)	Retire (DDI) (\$15.52 * 26FF * E)	Social Security (6.2% * K)	Medicare (1.45% * K)	Life 174 * E	MediCost (Premium)	Dental (Premium)	Total Benefits (L thru R)	(K + S) TOTAL
								Date	(E * Amount)										
1	C-001	Director **	Dennis J. Santo Tomas	L4	60,850.00	0	0	N/A	0	60,850.00	15,334.20	404.00	0	882.33	174	1,560	168	18,522.53	79,372.53
2	C-002	Private Secretary	Briana T. San Nicolas	I-12	34,368.00	0	0	3/21/2010	726	35,094.00	8,843.69	404.00	0	508.86	174	1,560	168	11,658.55	46,752.55
3	C-700	Chief Of Customs	Rafaele M.J. Sgambelluri	QL02-08	67,791.60	0	0	2/13/2010	1,345	69,136.60	17,422.42	0.00	0	1,002.48	174	1,560	168	20,326.90	89,463.50
4	C-757	Customs Officer Supervisor	Vacant	ML02-12	55,298.40	0	0		0	55,298.40	13,935.20	0.00	0	801.83	174	0	0	14,911.02	70,209.42
5	C-739	Customs Officer III	Maybellene M. Muna	JL02-10	41,296.80	0	0	7/5/2011	0	41,296.80	10,406.79	404.00	0	598.80	174	0	0	11,583.60	52,880.40
6	C-724	Customs Officer III	Robert J. Aguan	JL02-11	42,741.60	0	0	7/5/2010	312	43,053.60	10,849.51	404.00	0	624.28	174	0	0	12,051.78	55,105.38
7	C-131	Customs Officer III	Eugene T. Iguas	JL02-09	39,919.20	0	0	3/27/2011	0	39,919.20	10,059.64	0.00	0	578.83	174	2,077	216	13,105.47	53,024.67
8	C-784	Administrative Aide	Antoinette S. Perez	F-13	29,329.00	0	0	12/7/2011	0	29,329.00	7,390.91	404.00	0	425.27	174	2,077	216	10,687.18	40,016.18
9	C-785	Administrative Aide	Roberta M. Mafnas	F-13	29,329.00	0	0	12/7/2011	0	29,329.00	7,390.91	0.00	0	425.27	174	1,560	168	9,718.18	39,047.18
10	C-006	Records Management Officer	Enrique T. San Agustin	J-12	36,865.00	0	0	9/6/2011	0	36,865.00	9,289.98	404.00	0	534.54	174	0	0	10,402.52	47,267.52
11	C-733	Messenger Clerk	Franklin E. Santiago	D-10	23,760.00	0	0	5/17/2010	347	24,107.00	6,074.96	404.00	0	349.55	174	1,560	168	8,730.52	32,837.52
12	C-107	Administrative Assistant	Arthur C. Garrido	J-11	35,618.00	0	0	1/21/2011	0	35,618.00	8,975.74	0.00	0	516.46	174	2,077	216	11,959.20	47,577.20
13	C-108	WP-Secretary II	Cynthia L. Kuper	H-09	28,963.00	0	0	3/28/2011	0	28,963.00	7,298.68	404.00	0	419.96	174	2,077	216	10,589.64	39,552.64
14	C-109	WP-Secretary II	Marissa G. Ataigne	H-10	29,962.00	0	0	12/8/2010	0	29,962.00	7,580.42	404.00	0	434.45	174	0	0	8,562.87	38,524.87
15	C-110	WP-Secretary II	Christian L. Lunod	H-10	29,962.00	0	0	9/24/2010	87	30,049.00	7,573.35	404.00	0	435.71	174	0	0	8,586.06	38,635.06
16	C-111	Clerk III	Juanita P. Pablo	E-11	25,858.00	0	0	12/1/2011	0	25,858.00	6,516.22	404.00	0	374.94	174	0	0	7,469.16	33,327.16
17	C-115	Clerk III	Vacant (S. Guerrero)	E-01	0.00	0	0		0	0.00	0.00	0.00	0	0.00	0	2,077	216	2,293.00	2,293.00
18	C-117	Clerk III	Mary AC Perez	E-06	21,653.00	0	0	8/9/2010	139	21,792.00	5,491.58	404.00	0	315.98	174	1,560	168	8,113.57	29,905.57
19	C-118	Clerk III	George F. Reyes	E-13	27,700.00	0	0	6/3/2010	323	28,023.00	7,061.80	404.00	0	406.33	174	2,077	216	10,339.13	38,362.13
20	C-901	Clerk III	Frances Pipes	E-04	19,779.00	0	0	11/3/2010	0	19,779.00	4,984.31	404.00	0	286.80	174	1,560	168	7,577.10	27,356.10
21	C-112	Clerk III	Vincent C. Babauta	E-07	22,488.00	0	0	3/13/2010	484	22,972.00	5,788.94	404.00	0	333.09	174	0	0	6,700.04	29,672.04
22	C-119	Clerk III	Destiny J. Depamaylo	E-04	19,779.00	0	0	10/31/2010	0	19,779.00	4,984.31	404.00	0	286.80	174	1,560	168	7,577.10	27,356.10
23	C-116	Clerk III	Veronica A. Perez	E-01	16,656.00	0	0	11/17/2011	0	16,656.00	4,197.31	404.00	0	241.51	174	4,076	386	9,478.82	26,134.82
24	C-900	Clerk III	Natasha O. Taitague	E-04	19,779.00	0	0	10/31/2010	0	19,779.00	4,984.31	404.00	0	286.80	174	0	0	5,849.10	25,628.10
						20,232	0		0	20,232.00	5,098.46	0.00	0	293.36	0	0	0	5,391.83	25,623.83
			Subtotal		759,745.60	20,232.00	0.00		3,763.00	783,740.60	197,502.63	7,272.00	0.00	11,364.24	4,002.00	29,018.00	3,026.00	252,184.87	1,035,925.47
		Approved GGI's																	
25	C-084	Administrative Service Officer	Vacant	N-01	31,064.00	0	0		0	31,064.00	7,828.13	404.00	0	450.43	174	0	0	8,856.56	39,920.56
26	C-114	Clerk III	Vacant	E-01	16,656.00	0	0		0	16,656.00	4,197.31	404.00	0	241.51	174	0	0	5,016.82	21,672.82
27	C-156	Storekeeper I	Vacant	E-01	16,656.00	0	0		0	16,656.00	4,197.31	404.00	0	241.51	174	0	0	5,016.82	21,672.82
28	C-152	Storekeeper II	Vacant	F-01	17,635.00	0	0		0	17,635.00	4,444.02	404.00	0	255.71	174	0	0	5,277.73	22,912.73
			Grand Total:		841,756.60	20,232.00	0.00		3,763.00	865,751.60	218,169.40	8,888.00	0.00	12,553.40	4,698.00	29,018.00	3,026.00	276,352.80	1,142,104.40

* Night Differential/Hazardous/Worker's Compensation/etc.

C-757 Officer Supervisor Vice: Joseph Duenas Termination: 11/17/09

LOGISTICS &
SUPPORT
DIVISION

Training Section
Fines, Fees & Forfeitures
Research & Development
Property & Evidence
Control

**Decision Package
FY 2011**

Department: Customs and Quarantine Agency

Division/Section: Logistics and Support

Program Title: Training/Research and Development

Activity Description:

Conducting basic, refresher and specialized training for all employees in order to leverage increase proficiency in duties and responsibilities; developing and maintaining qualifications and skills. Coordinating divisional and sectional training needs benchmarking expectations; training and recruiting qualified instructors; assessing current operations and recommending training improvements. Coordinating educational programs of agency personnel; preparing and training recruits to become certified customs officers through the implementation and coordination of the Basic Law Enforcement Academy at the Guam Community College, and the CQA Customs Academy and the Peace Officer Standards and Training (POST) Commission. Providing assistance and guidance in the development of Customs Field Operations' Standard Operating Procedures. Developing, conducting and assessing all training for the agency; providing technical instructor support; scheduling of all intra-agency and inter-agency training.

Major Objective(s):

- 1. Statutory Improvements** - Revise/develop and implement customs training programs that support Peace Officer Standards and Training (POST) requirements mandated by law;
- 2. Customs Recruit Cycles** - Train and certify the customs recruit cycles in customs.;
- 3. CQA Cross Training** - Cross Train and certify customs officer in the enforcement of Plant Protection and Quarantine regulations;
- 4. Firearms Recertification** - Biannually recertify customs officers in the use of sidearms and other agency authorized firearms;
- 5. Flight Line Certification** - Annually recertify Customs officers on Anderson Air Force Base flight line driving requirements;
- 6. Re-enforcement Training** - Evaluate officer job knowledge and proficiency in enforcement duties and requirements, and provide remedial/enhancement training where needed;
- 7. Customer Service Training** - Develop and train officers in better customer service based upon the unique circumstances of our profession and situations encountered specifically by customs officers;
- 8. Managerial Training** - Provide introductory and advanced management training to current and upcoming supervisors/managers to enhance their skills in the areas of leadership, resource management, and planning; and
- 9. Public Assistance** - Provide guidance and assistance to the public for voluntary compliance with import and export requirements.

Short-term Goals:

1. Provide central focus for all aspects of training throughout Customs;
2. Establish Peace Officer Standards and Training, and perform a baseline assessment of all training;
3. Evaluate entry-level programs at the Customs Academy;
4. Evaluate firearms and tactics training; and
5. Develop a career track model for Customs occupations

WORKLOAD OUTPUT

Workload Indicator	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Proposed Level
Entry Level training	10%	100%	100%
PPQ Cross Training	0	0	0
CQA Cross Training	20	20	20
Firearms Recertification	264	125	125
Flightline Certification	98	125	125
Remedial Training	771	44	44
Enhancement Training	254	44	44
Managerial Training	294	90	90
Prof. Growth and Dev. Plan	100%	100%	100%
Customer Service Training	132	125	125
Quick Ref. Inspection Manual	100%	100%	100%
Public Awareness Events	6	100%	100%

**Decision Package
FY 2011**

Department: Customs and Quarantine Agency

Division/Section: Logistics and Support

Program Title: Property & Evidence Custodian Office

Activity Description: Conducting safeguard and disposal activities of all evidence and/or property in its custody. The Agency has obtained custody of evidence and/or property through seizures made by law enforcement officers, recovery of stolen or evidential material, and through found and/or surrendered property turned in by the public in general.

Assesing current operations and recommending evidence handling improvements. Providing assistance and guidance in the development of Customs Field Operations' Standard Operating Procedures. Providing technical support; Coordinating with other local and Federal regulatory agencies regarding evidence/property transfers/dispositions.

Major Objective(s):

1. **Evidentiary Accountability and Security** - To maintain and evedentiary and accountability system that will preserve the ingrity of all property and evidence taken into custody and/or maintained by the department.
- 2.. **Public Assistance** - Provide guidance and assitance to the public for voluntary compliance with import and export requirements.

Short-term Goals:

1. Provide central depository for all seizures from the field offices.
2. Establish universal labelling and marking system for all evidence/property seized from the field offices;
3. Evaluate training programs for new recruits; because of changing trends in import/export procedures.
4. Evaluate current standard operating procedures for proper evidence/property handling.
5. Personnel additions for the proposed influx of military build-up.

WORKLOAD OUTPUT

Workload Indicator	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Proposed Level
Evidence Received and Maintained	100%	100%	100%
Evidence Disposed/Destroyed	75%	80%	80%
Property Tranferred for Disposition	100%	100%	100%

**Decision Package
FY 2011**

Department: Customs and Quarantine Agency

Division/Section: Logistics and Support

Program Title: Fines, Fees & Forfeiture Section

Activity Description:

The objective of the Fines, Fees, and Forfeitures (FFF) Program involves the initiation and adjudication of civil liabilities arising from seizures, penalties and claims for liquidated damages initiated under the authority of the Guam Code Annotated, U. S. Code (as well as other law and regulations enforced by the Guam Customs and Quarantine Agency) and, when or where appropriate, identify the need for a case initiation. In addition, this section also performs a variety of specialized duties that involve the processing all fines, penalties, and forfeiture cases for the agency; examining all documents and evidence; preparing all paperwork; interpreting and applying all customs and other related laws and regulations; recommending action for disposing of cases; and controlling the acceptance of the same.

Major Objective(s):

- 1. Investigations, Inspections, Asset Seizures, Forfeitures:-** The Fines, Fees & Forfeitures Section will from time to time encounter cases that involve the disposition of seizure, fraud, penalty, and liquidated damages cases. In those instances, the FFF Enforcement Officer takes the forefront in the investigation. Duties may include: Routine investigations in violation to Customs, Federal & Local laws, Writing reports of investigation, Issuing notices of violation, Seizure of prohibited items, and the execution of Warrants. The FFF Section is responsible for conducting annual inspections and evaluations of all Container Freight Stations (CFS) to ensure compliance with the current Customs rules and regulation. Inspections of Container freight stations; These inspections and evaluations are also necessary to ensure that all CFS facilities are properly maintained and establish procedures adequate to ensure the security of merchandise located in the CFS Warehouse.
- 2. Collections, Court Actions and Civil Proceedings:-** Through court order or under advisement of legal counsel, the FFF Officer may be responsible for executing actions necessary for the securing or taking physical custody of merchandise, monies, documents, houses, property, vehicles, and a myriad of articles which may be associated with violations of Customs laws. In civil proceedings, the FFF Officer will play an integral role in the adjudication process. The officer will also assist the prosecutor in the case preparation.
- 3. Fines & Fees Assessment:-** The FFF Officer is responsible for performing the investigative and research process necessary for making recommendations on the issuance of fines or the implementation of fees. There are various programs that exist within the Agency that fall within the purview of the Logistics & Support Division, specifically the FFF Section. These include: (1) Container seal violations- Investigations, fines, and forfeitures guidelines. (2) Unmanifested goods- Investigations, fines, and forfeitures guidelines. (3) False declarations- Investigations, fines, and forfeitures guidelines. (4) Copyright and Trademark violations- Forfeiture and disposition guidelines. (5) Abandoned articles- Disposition guidelines. (6) Customs Agriculture and Quarantine Inspection Service Charge- Program maintenance and adjustment. (7) Use tax program- Program maintenance and compliance guidelines. (8) Gambling devices- Disposition guidelines. (9) Non-drug seizures- Disposition guidelines.
- 4. Legal Research:-** In addition to investigative procedures related to penalty and forfeiture cases, the FFF Enforcement Officer may be called upon to conduct legal research for statutory revision, case adjudication, civil violations, opinions, rules and regulation formulation. Documents he/she may analyze may include Guam Code Annotated (GCA's), U. S. Codes, and Code of Federal Regulations (CFR's), Customs laws of other regions, case precedence, and rules and regulations of other local and federal regulatory agencies.
- 5. Public Assistance -** Provide guidance and assistance to the public for voluntary compliance with import and export requirements.

Short-term Goals:

1. Provide central focus for all aspects of enforcement throughout Customs;
2. Establish a Customs Fee schedule outlining the costs associated in the enforcement of Customs Laws;
3. Evaluate the current enforcement standards and update to streamline and provide as the same level as our Customs counterparts;
4. Evaluate the current pay schedule in order to establish a pay adjustment for officers;
5. Conduct policy review and make all required recommendations for improvement inclusive of enforcement guidelines and manuals.

WORKLOAD OUTPUT

Workload Indicator	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Proposed Level
Statutory Improvements	75%	75%	75%
Investigations	50	50	50
Policy Improvements	100%	100%	100%
Container Freight Stations	10	10	10
Compliance Programs	100%	100%	100%
Revenue Programs	100%	100%	100%
Asset Forfeitures Program	30%	30%	30%
Bonded Warehous Program	100%	100%	100%
Customs Broker Program	100%	100%	100%
Public Assistance	300	300	300