

GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE	No.: *SOP-111	Issued: 03/10/03
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Title: GPA CRIME INSURANCE	Approved By: <i>[Signature]</i> John M. Benavente, General Manager	
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I. PURPOSE:

This policy is to ensure suitability for Guam Power Authority and the requirements set forth in GPA's Crime Insurance Policy.

II. SCOPE:

This policy shall apply to all persons seeking employment with GPA involved in the handling of or responsibility of money or it's reporting, and accounting of goods received by the Authority. The following positions have been identified for this policy:

- All computer positions
- Accountant I
- Accountant II
- Accountant III
- Accounting Clerk
- Accounting Technician I
- Accounting Technician II
- Accounting Technician III
- Accounting Technician Supervisor
- Assistant Customer Services Manager
- Assistant to the Controller
- Budget Analyst
- Buyer I
- Buyer II
- Buyer Supervisor I
- Buyer Supervisor II
- Cashier I
- Cashier II
- Chief Budget Officer
- Chief Financial Officer
- Collection Agent
- Comptroller
- Controller
- Customer Service Supervisor
- General Accounting Supervisor
- Inventory Management Officer
- Storekeeper I

- Storekeeper II
- Supply Management Administrator
- Utility Services Administrator
- Warehouse Supervisor I
- Warehouse Supervisor II
- And all other related positions that the Authority may include within the organization as deemed necessary.

III. RESPONSIBILITY OF GPA:

Upon acceptance and receipt of an application for any of the positions listed above, GPA shall have the responsibility for the following:

1. Obtain written references from all former employers within the last three (3) years, if the employer is still in existence;
2. Ensure that any gaps in previous employment are satisfactorily accounted for during the interview process; and
3. Make any appointment conditional on such references being satisfactory to GPA regarding honesty and integrity of the applicant.

IV. REQUIRED DOCUMENTS:

The applicant shall submit the following documents upon submission of an employment application form for any of the positions listed above:

1. A police clearance of no more than (3) months old.
2. A court clearance.

V. REJECTION OF APPLICANT:

Failure to provide any of the above requirements shall result in an automatic disqualification or consideration for appointment to any of the positions listed above.

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