Note that the Legislature has taken steps to ensure that any protected personal identifying information has been redacted or excluded in whole or in part in order to protect the privacy of any individual(s) whose information has been included as part of this transmittal.

UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÁHI • LIEUTENANT GOVERNOR

35GL-19-0029
Speaker Tina Rose Muna Barnes
RECEIVED
DATE: 1/17/19
5:09PM

2019 JAN 17 PM 5:51

January 17, 2019

Honorable Tina Muna Barnes
Speaker
I Mina'trentai Singko Na Liheslaturan Guahån
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96932

RE: Appointment, Department of Administration

Dear Madame Speaker:

By virtue of the authority vested in me pursuant to the Organic Act of Guam and the local laws applicable to the following position, I am pleased to transmit the following appointment and supporting documents for:

APPOINTEE:	Edward Birn
POSITION:	Director, Department of Administration
TERM LENGTH:	**To serve at the pleasure of the Governor**

The appointment is subject to the consent of *I Liheslaturan Guahan*. Please be advised Mr. Birn was appointed by the previous Administration and confirmed by the 34th Guam Legislatur. If necessary, please schedule a hearing at your earliest convenience.

Senseramente,

Lourdes A. Leon Guerrero
I Maga'Hågan Guåhan
Governor of Guam

RICARDO J. BORDALLO GOVERNOR'S COMPLEX • HAGÅTÑA, GUAM 96910
P.O. BOX 2950 • HAGÅTÑA, GUAM 96910
671.472.8931 • 671.472.8932/6

0029

UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

January 7, 2019

Edward Birn

Re: Appointment as Director, Department of Administration

Dear Mr. Birn:

Pursuant to my authority under 5 GCA §3101, it is with pleasure that I appoint you

DIRECTOR, DEPARTMENT OF ADMINISTRATION

This appointment shall be at

THE PLEASURE OF THE GOVERNOR

Appointing you to this position comes with great responsibility because you will have a vital role to perform which will place many demands on your time and energy. Integrity and honesty are virtues that I prioritize for my Administration to exemplify, and I know that you will do the same while in service to the people of Guam. Your responsibilities, as described throughout Guam law, shall be significant and consequential. I trust that you will fulfill your duties and set a standard for others to follow.

I appreciate your willingness to serve in this position, and I am confident that your time will be spent in a manner to improve the island of Guam.

This appointment is subject to the advice and consent of *I Liheslaturan Guåhan.* Pending the consent of, and confirmation of this appointment by *I Liheslaturan Guåhan,* you are hereby appointed to serve as **DIRECTOR** in an acting capacity.

This appointment is effective January 7, 2019. If you have any questions, please contact the Office of the Governor.

Senseramente,

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

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P.O. BOX 2950 • HAGÅTÑA, GUAM 96910
671.472.8931 • 671.472.8932/6

LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM
Nomination and Appointment Information Sheet

The following information is required for submission to the
Speaker of *I Liheslaturan Guåhan* in accordance with Title 4, Guam Code Annotated Section 2103

NOMINEE INFORMATION

Last Name	*First Name*	*Middle Initial*
BIRN	EDWARD	M

Mailing Address	*Apartment/Unit #*
[redacted]	

City	*State*	*Zip Code*
[redacted]		

Phone	*E-mail Address*
[redacted]	[redacted]

Position to which Appointment is Made
Director, Department of Administration

Are you a citizen of the United States? Yes ☑ No ☐

If no, are you authorized to work in the United States? Yes ☐ No ☐

EDUCATION

SCHOOL (Name, City and State)	*DATES OF ATTENDANCE*	*TYPE OF DEGREE*	*YEAR EARNED*
High School Eastbourne College, Eastbourne, Sussex, UK	1964 - 1969		1969
College University of Bristol, Bristol, UK	1969-1972	BA	1972
Graduate School			
Other Degree			

EMPLOYMENT HISTORY

Name of Present/Last Employer and Mailing Address	***Position Title***
Department of Administration Government of Guam	Director
	Dates Held
	2/2018 - 1/2019

Previous Employer and Mailing Address	***Position Title***
Guam Memorial Hospital Authority Tamuning, Guam	Asst Chief Financial Officer
	Dates Held
	6/2016 - 1/2018

Previous Employer and Mailing Address	***Position Title***
La Reina Family Group of Companies Food Manufacture Los Angeles & San Bernadino, CA	Chief Financial Officer
	Dates Held
	2013 - 2016

Previous Employer and Mailing Address	***Position Title***
Vincent Enterprises, Inc. Construction and Property Management Anaheim, CA	Chief Financial Officer
	Dates Held
	2000 - 2013

Previous Employer and Mailing Address	***Position Title***
	Dates Held

PRIOR GOVERNMENT OF GUAM SERVICE

Agency or Department Name		***Position Title***
Address	***Phone No.***	***Dates Held***

Agency or Department Name		***Position Title***
Address	***Phone No.***	***Dates Held***

PRIOR GOVERNMENT SERVICE (EXCLUDING GOVERNMENT OF GUAM)

Agency or Department Name		*Position Title*
British Shipbuilders		Executive Asst to the Chairman
Address	***Phone No.***	***Dates Held***
United Kingdom		1983 - 1985

Agency or Department Name		*Position Title*
Address	***Phone No.***	***Dates Held***

TRAINING

INSTITUTE/SEMINARS/ON-THE-JOB TRAINING	*DATE*

AWARDS

List all educational, professional, civic awards, and recognition for public service:

PROFESSIONAL INVOLVEMENT

List involvement on a local/national/international level. List organizations, activities participated in, and offices held:
Certified Public Accountant, AICPA Chartered Global Management Account (CGMA) Fellow of the Institute of Chartered Accountants in England & Wales (FCA)

COMMUNITY / CIVIC INVOLVEMENT

List organizations, activities participated in, and offices held:
Newport Mesa School Foundation (Elementary & Secondary Schools)

PUBLICATIONS AND PRESENTATIONS

List any published articles, papers delivered at professional meetings, etc.:

MILITARY SERVICE (Please attach Form DD-214)

BRANCH	*DATES OF SERVICE*	*RANK AT DISCHARGE*	*TYPE OF DISCHARGE*

OTHER INFORMATION

(1) Have you ever been found guilty of a felony in any court, whether within or without the United States?

Yes ☐ **No** ☑ **If so, please specify in detail:** _____

Address of the Court: _____

Date(s) of Conviction: _____

Specific Infraction Committed: _____

(2) **Have you ever been declared mentally incompetent by any court, whether within or without the United States?**

Yes ☐ **No** ☑ **If so, please specify in detail the reasons and facts related to such declaration:**

(3) **Have you ever been found not guilty or not punishable in any criminal proceedings by reason of insanity?**

Yes ☐ **No** ☑

(4) **Have you ever been confined to a mental institution for any reason?**

Yes ☐ **No** ☑ **If so, please specify in why the appointing authority believes you that you are not suffering from any mental illness or affliction:**

LOURDES A. LEON GUERRERO
Governor

JOSHUA F. TENORIO
Lieutenant Governor

OFFICE OF THE GOVERNOR OF GUAM

Statement of Financial Interests

(Required by 4 G.C.A. §13104.1)

TO: The Honorable Lourdes A. Leon Guerrero
Governor of Guam
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

FROM: Edward M. Birn

☑ I have no financial interest in any business

☐ I do have interest(s) in the following business(es):

NAME AND ADDRESS OF BUSINESS INTEREST	TYPE AND AMOUNT OF INTEREST

Signature

January 16, 2019
Date

AFFIDAVIT / DECLARATION UNDER PENALTY OF PERJURY

I, the undersigned, do hereby depose and say that: (1) I have read and reviewed the information contained in the attached Appointment/Nomination letter from the Governor of Guam; (2) that the matters contained in the Appointment/Nomination letter, together with all attachments thereto, are true and correct and that I am competent to testify to said matters; and (3) that this Declaration is made for the purpose of complying with the requirements of 4 G.C.A. Section 2103.5.

I declare under penalty of perjury under the laws of Guam (4 G.C.A. Section 4308) that the foregoing is true and correct.

EDWARD M BIRN

Print Name and Signature

January 16, 2019

Date

Government of Guam
GUAM POLICE DEPARTMENT
RECORDS & IDENTIFICATION SECTION
P.O. Box 23909
Guam Main Facility, Guam 96921

January 16, 2019

SUBJECT: CRIMINAL HISTORY RECORD

NAME:	**Edward Mark BIRN**		
DATE OF BIRTH:	[redacted]	**FINGERPRINT#:**	**NONE**
■	**The individual has no record of criminal conviction(s) in GPD files that are subject to Guam law and rules and regulations of the Department.**		

******************NOTHING FOLLOWS*******************

THIS INFORMATION MAY BE LIMITED TO A LOCAL CRIMINAL OFFENSE ONLY AND IS NOT INTENDED FOR USE FOR ANY LOCAL, STATE, OR FEDERAL LAW ENFORCEMENT AGENCY.

By Direction: pcerteza

The absence of an original GUAM POLICE seal invalidates this police clearance.
REVISED 01/06/19

STEPHEN C. IGNACIO
Acting Chief of Police

Doc. No. 35GL-19-0029.

SUPERIOR COURT OF GUAM

Guam Judicial Center • 120 West O'Brien Drive • Hagatña, Guam 96910

Telephone (671) 475-3370/475-3449
Fax (671) 472-2856

DANIELLE T. ROSETE
Clerk of Court

Name: EDWARD MARK BIRN

SS#: ID# GUAM DL# [redacted] Date of Birth: [redacted]

CERTIFICATE OF SEARCH

The undersigned Clerk hereby certifies the following results of a diligent search of the records of this Court:

Criminal Cases:

A. [X] No Case Found

B. 1. Criminal Case No.
2. Criminal Case No.
3. Criminal Case No.
4. Criminal Case No.
5. Criminal Case No.

Criminal Record: Page 1 of 1

Civil Cases:

A. [ ] No Case Found

B. 1. Civil Case No.
2. Civil Case No.
3. Civil Case No.
4. Civil Case No.
5. Civil Case No.

Civil Record: Page of

Request for further information may be addressed at the Records Division of the Superior Court of Guam, Guam Judicial Center, 120 West O'Brien Drive, Hagatña, Guam. Hours of operation are Monday – Friday, 8:00 a.m. to 5:00 p.m. Closed Saturday, Sunday and local/federal holidays. Court Clearances are Non-Refundable.

Dated: 01/16/2019

DANIELLE T. ROSETE
Clerk of Court

BY: CIERA J. WILLIAMS
Deputy Clerk

Prepared By: CJTW

The absence of an original Court Seal invalidates this document

Edward M Birn

F.C.A, C.P.A., C.G.M.A,

[redacted]

CHIEF FINANCIAL OFFICER

Financial Management | Team Leadership | Project Development

With the highest degree of ethics & integrity, I deliver solutions with sustained structure and organization.

PROVEN LEADER, able to strategically execute complex financial operations, expertly balancing and prioritizing a wide range of responsibilities, serving as a leader for the company vision.

STRATEGIC THINKER, and an astute planner, skillful in investing for tomorrow's benefit -- Adept in cross-functional issues, while improving company performance and delighting customers.

KEY COMPETENCIES

- *Financial Controls*
- *Financial Reporting*
- *Cash Planning, H.R & I.T*
- *Risk Management*
- *Project Management*
- *Tax Planning*
- *Budgeting*

PROFESSIONAL EXPERIENCE

Department of Administration, Government of Guam February 2018 –

DIRECTOR

Responsible for Division of Accounts, Human Resources Department, General Services Agency, OTech (through September 2018.

- ***Working with the fiscal team to implement administration fiscal policy. Manage cash resources. Update financial reporting. Work with Legislature on budget and appropriations and rating agencies on Guam's credit status.***
- ***Insuring fair and efficient operation of the Government's Human Resources and Procurement operations.***

Guam Memorial Hospital Authority June 2016 - January 2018

ASSISTANT CHIEF FINANCIAL OFFICER

Responsible for management of Patient Affairs, Accounting, Patient Admissions and Medical Records Departments

- ***Financial reporting and control. Billing and collections. Business planning and presentation.***
- ***Budgeting and contribution to all executive committees of the hospital and Board***

La Reina Family Group of Companies www.anitasmfc.com 2013 –2016

Food Manufacture, Los Angeles and San Bernardino, CA

CHIEF FINANCIAL OFFICER

Responsible for all aspects of Financial Control Management and Tax Reporting for US and foreign subsidiaries

- ***Updating financial reporting systems with emphasis on product cost. Introduce business metrics and capital expenditure prioritization***

Vincent Enterprises, Inc. www.vecompanies.com 2000 –2013

Construction and Property Management, Anaheim CA

CHIEF FINANCIAL OFFICER

Responsible for all aspects of Financial Control Management and Tax Reporting for US and foreign subsidiaries

- ***Builds financial and technological infra-structure, defining results and issuing recommendations: recently achieved a reduction in conversion costs with critical cash flow improvements***
- ***Responsible for company reporting, along with capital structure, forecasting models and business metrics***

Interface Systems www.interfacesystems.com 1997 - 2000
CHIEF FINANCIAL OFFICER
Responsible for operational excellence in financial reporting, tax management and stock plan administration; including the I.T. infrastructure systems to track and process payment/awards

- ***Developed and implemented forecasting strategies; improving accuracy, quality, efficiency and timeliness***

Anthony and Associates 1995 - 1997
SENIOR ACCOUNTANT

Developed and maintained highly productive relationships with clients as well as lending institutions, and served as the mentor for junior Certified Public Accounts for all GAAP (Generally Accepted Accounting Principles) practices

- ***Executed and maintained tax filings and SEC reporting statements: conducted target audits***

Invensys **www.invensys.com**
FINANCE DIRECTOR

- ***Executed merger and acquisition projects, divestitures and ROI and foreign business integrations***

British Shipbuilders, A UK Government Entity, United Kingdom
CONTROLLER

- ***Responsible for all accounting compliance & GAAP administration: assets, liabilities and investments, financing, military contract pricing.***

EDUCATION

University of Bristol -- www.bristol.ac.uk -- Bachelors in Foreign Studies
Graduate studies at Deloitte & Co., London

CERTIFICATIONS

Certified Public Accountant (CPA)
AICPA membership number: 01588656, inactive
Chartered Global Management Account (CGMA)
Fellow of the Institute of Chartered Accountants in England and Wales (FCA)
ICAEW membership number: 6884982

VOLUNTEER WORK

- **Newport Mesa School District -- Elementary School**(s)
  Financial Reporting and Assessments to Donors, Members and Budgeted contributions
- **Newport Mesa School District -- Secondary School**(s)
  Account for contributions and foundation donations: present financial reviews to the district
  St. Laurent at* Newport Ridge Homeowners Association -- President. *Direct the o
  Homeowner association budget, increase safety and elevate maintenance reserves

As a dedicated Executive , committed to excellence in reporting accuracy and efficient administration, I communicate with clarity; listening, collaborating and executing business objectives with a financial value mindset. My attention to time & accuracy supports results of flagship value. I have the competent experience to contribute to success. I prosper working in cross functional environments, delivering the very best in optimum management practices.