

Guam Department of Labor  
Alien Labor Processing and Certification Division  
Guam Military Base Realignment Contractor Recruitment Standards (CRS)

**BEST PRACTICES**

Under the NDAA, no Guam base realignment construction project work may be performed by a person holding an H-2B visa under the Immigration and Nationality Act until the contractor complies with the Department's Contractor Recruitment Standards, and the Governor of Guam issues the certification.

When petitioning H-2B workers for Guam military base construction projects funded through the Marines Realignment Program (aka: DPRI Funding), recruitment efforts must meet the current Guam Military Base Realignment CRS outlined in Federal Register Vol 78, No. 5, January 8, 2013.

**PRIOR TO SUBMISSION (at least 60-days before start date of workers), the following suggestions are offered:**

- Set up an appointment to meet with ALPCD staff for guidance on the Contractor Recruitment Standards (CRS).
- Utilize an experienced Immigration attorney when submitting the application to GDOL. Your job requirements should be determined before filing an application and should correspond with your USCIS filing strategy.
- To avoid delays during the application period, evaluate your federal contract requirements for special prevailing wage rates, medical benefits, housing, transportation and all special requirements for each position requested. Employers should be aware that agreements made with the prime contractor will apply to subcontractors. Close coordination with your prime contractor is critical to this process.

**RECRUITMENT**

There are two separate recruitment processes required when petitioning for H-2B workers for military construction projects that are DPRI-funded:

- 1.) The normal petition job order, in which an employer's name is suppressed.
  - 2.) The CRS petition job order, in which an employer's name is not suppressed.
- A separate email account for resumes to be received during the labor market testing period is HIGHLY recommended to eliminate mix-ups with the two recruitment processes. Through the CRS process, applicants are directed to submit resumes to the employer. This helps the employer to keep the recruitments segregated for reporting purposes.
  - Make contact with the different states for posting requirements in advance of the actual posting of the job. Establishing accounts with the different states/territories may take some time to set up. Be aware of filing dates and start dates of projects to avoid untimely filing.
  - When contacting the applicants that respond to the job posting:
    - Consider the possible time difference, and make contact with the applicant at a reasonable time.
    - Make a reasonable number of attempts to contact the applicants. Usually, no less than three attempts.
    - In addition to contacting the applicant via phone, make reasonable efforts to conduct the job interview with off-island applicants via FaceTime or Skype.

- Keep detailed records of contact with the applicant(s).  
What information is required?
  - Name of applicant and occupation applied for.
  - Contact attempts - How many? Date/Time? (Guam-time)
  - Set a deadline for responses from applicants
  - Provide date of interview and detailed results.
- Make copies/screenshots of the posting with each state/territory once job is posted.