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EXECUTIVE ORDER ~~001~~ 2017

EXECUTIVE ORDER CREATING THE OFFICE OF MANU'A OPERATIONS

Section I: Authority

This Executive Order is issued under the authority granted to the Governor in Article IV, Section 6 and Section 7, American Samoa Revised Constitution and the American Samoa Code Annotated Section 4.011.

Section 2: Preamble

Whereas, the American Samoa Government has invested millions of dollars in infrastructure for the Manu'a Islands (Ta'u, Ofu, and Olosega); and

Whereas, the American Samoa Government has articulated policies compelling the site presence of all government service departments and offices on the Manu'a Islands; and

Whereas, the increased presence of government agencies on the Manu'a Islands, correspondingly expanded the number of government employees thereon thus requiring effective implementation of prevailing personnel management practices; and

Whereas, all public facilities located on the Manu'a islands require the implementation of an effective Controlled Maintenance Program; and

Whereas, service delivery by government agencies on the Manu'a Islands must be effective and efficient to mirror the quality of service available on Tutuila; and

Whereas, the effective and efficient coordination of service delivery on the Manu'a Islands is paramount and necessary; and

Whereas, capitalizing on existing economic development potentials and actualizing these possibilities require active and continued on-site efforts specifically on the development of agricultural and tourism potentials; and

Whereas, the social and economic development of the Manu'a Islands should be accelerated after 112 years of neglect and non-activity; and

- Whereas, developing and advancing the quality of the Manu'a Islands' healthcare delivery system require on-site presence of medical personnel along with the existence and availability of diagnostic systems to enhance medical services; and
- Whereas, a monitoring system is available on island to ensure service coordination and continual implementation of all social and economic development programs staged for the Manu'a Islands; and
- Whereas, to improve coordination of Federal Agency Services for projects located in the Manu'a Islands to ensure prompt completion of federal review and other permitting requirements; and
- Whereas, it is necessary to change the Manu'a American Samoa Government Employees' work mindset with respect to employment accountability; and
- Whereas, private sector business development should be aggressively pursued by the provision of effective and efficient infrastructure system; and
- Whereas, the educational system on the Manu'a Islands must be continually improved thus requiring constant focus on the improvement of the supporting infrastructure such as school facilities, land transportation, school lunch, and teaching core; and
- Whereas, the safety and well-being of the residents of the Manu'a Islands must be maintained therefore requiring the presence of a well-trained police, fire, marine patrol, and ambulance forces; and
- Whereas, electricity, water, solid waste, and waste water systems must continually be made available to the residents and businesses located on the Manu'a Islands thus compelling close relationship with the American Samoa Power Authority; and
- Whereas, increasingly improved air and surface transportation is tantamount to development of the Manu'a Islands necessitating collaboration with the Department of Airport and Port Administration to forge this desired process.

Section 3: Purpose

The purpose of this order is to establish the Office of Manu'a Operations (OMO). Set forth herein shall be the duties and responsibilities of the office; as well as general powers and functions thereof.

Section 4: General Duties and Responsibilities and Functions

The Office shall discharge and assume the following duties and responsibilities.

A. Administrative

On behalf of the Governor of American Samoa the Director of the Office of Manu'a Operations will exercise all administrative powers to ensure that all authorities, departments, and offices programs dedicated for the Manu'a Islands are implemented compliant with the policies and procedures articulated by the respective resident authority, department, and office.

The Director of the Office of Manu'a Operations will coordinate with the respective directors of the Manu'a Offices, work plans to ensure that appropriate monitoring is conducted with reports transmitted to the Director of the respective agency of the performance of staff located on Manu'a on a monthly basis.

Vehicle use policies articulated and implemented on Tutuila shall be applied to Manu'a vehicles as well. The Office of Manu'a Operations shall be responsible for the issuance of 24 hour passes predicated on justifications received from the Directors of respective agencies having vehicles on Manu'a. Government vehicles shall be used for government functions and activities only and they will not be used for personal use or for transportation of family members. The registration of all vehicles on Manu'a, irrespective of the agency shall be developed and maintained in the OMO.

B. Personnel Management

The Director shall exercise personnel management and accountability policies of the American Samoa Government to ensure that each employee, irrespective of the agency affiliation shall be held accountable for daily compliance with attendance rules and regulations.

The Director of the Office of Manu'a Operations will collaborate with the supervisor of the respective agency staff located on Manu'a and the Director to ensure that all employees are clear and understand the rules and regulations controlling work hours. Each agency with physical presence on Manu'a will establish timekeeping systems to account for daily work hours of each employee. The Supervisor of the respective agency shall be directly responsible to ensure that personnel and rules and regulations are adhered to faithfully.

The policy is hereby articulated that any employee hired to work on Manu'a must be physically located on Manu'a. First employment preference shall be accorded to the current residents of Manu'a. The employee who is hired to work in Manu'a is not allowed to work in the Tutuila Office.

Vacancies for Manu'a will be advertised both on Tutuila and Manu'a and sufficient time is set to ensure that Manu'a residents are aware of said vacancy. The advertisement for any Manu'a Position will be posted in the Administrative Complexes on Ta'u and Ofu.

All existing employees working for the Governor's Office on Tutuila who addresses Manu'a needs will work collaboratively with the Director of the Office of the Governor on Manu'a to ensure that that the latter is conduit through which instructions are issued to

employees of the Governor's Office on Manu'a as well as distributing directives from the Directors of the respective departments and offices with presence on the Manu'a Islands.

C. Projects Implementation

All capital improvement projects to be implemented in the Manu'a Islands will be coordinated with the Office of Manu'a Operations to ensure that appropriate monitoring will be conducted with reports transmitted to the resident agency on the progress of the project including documentation of challenges confronted.

The OMO Director's specific purpose is to monitor the progress of the project based on the timelines included in the contract to ensure that the project is completed on time by eliminating any bottlenecks in transportation and other issues which might delay the completion of the project. The Director of OMO will not communicate directly with specific projects unless directed to do so by the Director of the resident project agency.

The Director of OMO shall raise with the Governor or Lieutenant Governor any major issues involving the project which may raise the cost or delay the completion of the project.

D. Reporting

It is imperative that significant challenges emanating daily be communicated immediately to the Governor or the Lieutenant Governor to ensure that prompt resolution is executed.

Notwithstanding the above requirement, the OMO Director shall prepare a monthly report to the Governor detailing the work completed during this time period. The report shall be framed based on the specific functions of the Office. Under each function details should be arranged under this format: Issue/topic title; description of the issue; progress; challenges; mitigation actions; and forward movement.

E. Economic Development

The OMO will work collaboratively with the Department of Commerce, the Department of Agriculture, the Department of Marine and Wildlife Resources, and the Visitor Industry Board to forge the implementation of programs and projects to advance the viability of our economic goals inherent in the development of agriculture, fisheries, tourism, processing and manufacturing of indigenous products.

The Office will also collaborate with the Department of Commerce, the Development Bank of American Samoa and the Territorial Bank of American Samoa to promote the development of private businesses in the Manu'a Islands.

F. Surface and Air Transportation

The Office will collaborate with the Department of Port and Airport Administration on improving surface and air transportation scheduling for the Manu'a Islands to ensure reliable and seamless connectivity with Tutuila.

The Office will work with respective staff of the Department of Port and Airport Administration to ensure that registration of travelers and cargo are properly scheduled and recorded along with the collection of funds owed to the American Samoa Government for travel on the M.V. Sili, M.V. Manu'atele, and the Segu'ula.

G. Handling of Service Stations and Fuel Distribution Management

The Office will develop with the Department of Public Works management terms of the two Government own Gas Stations located on Ta'u and Ofu to ensure that vehicle fuel doesn't run out, business hours are maintained, funds are collected, secured, and transmitted to the Department of Treasury for deposit and recording.

The Office shall be responsible to monitor the use of fuel along with reporting to the Department of Public Works on remaining supplies to facilitate ordering of replacement fuel.

The Office shall be also be responsible to ensure that proper reconciliation of fuel disbursed and the amount of funds received with said reporting to justify refueling orders

Section 5: Organizational Placement, Logistics, Relationship with other Offices, and Director

A. OFFICE OF THE GOVERNOR

The Office of Manu'a Operations shall be managed as an agency under the auspices of the Governor's Office.

B. LOGISTICAL PLACEMENT

The Office of Manu'a Operations will be situated in the Executive Office Building located on the Island of Ta'u at Ta'u Village. Space is also available at the Ofu Executive Building from which the Director will operate the activities and functions of his office.

C. DIRECTOR

The Director appointed by the Governor shall head the Office. The Director shall prepare a budget, hire personnel, and procure necessary equipment and supplies to effectively manage the Office and ensure that the Duties and responsibilities of the Office are carried out.

Under the direction of the Director, the Office is authorized to contract or procure legal support and such services as may be required to carry out it duties and responsibilities. Any additional resources, services or personnel not included in the Office's budget shall be provided by the American Samoa Government.

D. RELATIONSHIP WITH OTHER ENTITIES

The Office shall coordinate its functions and activities with all government entities regardless of legal structure to ensure that the accomplishment of programs and projects for the Manu'a Islands is efficiently and effectively implemented and sustained.

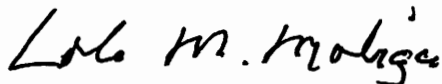
It shall be necessary for the Office to enter into a Memorandum of Understanding (MOU) with all government agencies with offices in Manu'a detailing cooperative and supportive terms and conditions particular to the monitoring and follow up of agency projects so as to improve collaboration and avoid any confusion for the employees of the respective agency having office presence on Manu'a.

The Memorandum of Understanding will also define the administrative relationship OMO will exercise with the respective agency with presence on the Manu'a Islands. The Director of the agency with physical presence on Manu'a will constantly appraise the OMO Director with regard to agency programs.

The OMO Director will report on the performance of agencies located on Manu'a not only the progress of projects and programs but also on the performance of employees relative to adhering to personnel rules and regulations.

Section 6: Effective Date

This order shall take effect January 4, 2017.



Lolo M. Moliga
Governor of American Samoa

Dated: January 4, 2017