



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

November 22, 2024

GENERAL MEMORANDUM NO. 243 – 24

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Departmental Transition Reports and Inventories

As we move into the final months of this Administration's term, I again thank you for your service to ASG and the people of American Samoa. Looking ahead to the next term beginning in January, I remind everyone of the accountability efforts I discussed in our previous Cabinet meeting. One of our top priorities and final opportunities to demonstrate good public service is to ensure a smooth transition of leadership.

The head of each Department, Agency, or Office shall prepare their department's (1) Departmental Transition Report and (2) Inventory of Assets. As we transition to the next administration, this information is extremely important for the continuity and maintenance of good government. Directors are responsible for ensuring completion of these tasks and shall designate a transition team within their Departments to assist in preparing these documents. Deputy Chief of Staff Lydia Amisone will be the primary point of contact for submissions.

Please follow the provided guidelines for your Departmental Transition Report. Your report should be submitted in a 3-ring binder and include your FY25 Annual Plan, FY25 Budget, Organization Chart, and Property Inventory as detailed in the attached guidelines. Please submit your written Departmental Transition Report no later than close of business **Friday, November 29, 2024**.

The Inventory Submission Reminder Letter dated September 24, 2024 sent by the Office of Property Management, confirmed my directive for completion of a 100% inventory report. All inventory reports should be complete. If you have not completed your report, then your report is seriously delinquent and must be provided immediately. If you have any questions, please contact OPM without delay.

Your attention and cooperation in this endeavor is appreciated. God bless you and God bless American Samoa as we complete this term of service to our people.

LEMANU P. S. MAUGA
Governor

Guidelines for Departmental Transition Report

All ASG departments and semi-autonomous agencies shall compile a Departmental Transition Report to assist the incoming Administration with its planning and operations. This task shall be completed by November 29, 2024.

Use the categories indicated below to develop, coordinate, and compile a transition report that can be provided to the next administration as a useful part of the transition process.

The end-state will be a 3-ring binder (2 each) that contains important information for the Departmental Transition Report. One copy will be located at the Governor's office and the other copy will be kept at the Department head's office.

Authority for the Department/Agency - Indicate the constitutional, statutory, executive or regulatory authority for the existence of the Department or Agency. Every agency has authority by which it is created. Also provide the Department's Mission and Vision Statements.

Functions of the Department/Agency - Describe the functions which the agency is responsible for undertaking. The limits of these functions often provide the spending authority for the department.

Policies & SOPs - Include any written Policies or Standard Operating Procedures that describe the Department's day-to-day operations and procedures. Provide descriptions of core operating procedures if no written Policies or SOP available.

Personnel - Provide an Organizational Chart identifying any vacant positions. Provide the total number of personnel by types: short-term contractors, contract specialists, career service employees, noting contract expiration dates and positions with paperwork pending, etc. Provide a copy of the Department's Employee Handbook if applicable.

Budget - Describe how the department/agency spends its money to accomplish its tasks. This includes what each department spends on personnel, programs and projects under their control or authority, and possible trends with spending for the agency. Departments should provide names of their local and federal program accounts. Provide a list of outstanding single audit and grant monitoring findings and/or corrective actions to those findings. Indicate which federal grant program(s) are on current high-risk designation or have pending findings, if any. Include a copy of the Budget in your binder.

Accomplishments and Strengths - List the major accomplishments including major projects completed and their monetary value, if applicable, over the past four years. This may also include number of clients served for specific programs. If there are any outstanding positives about the department or management, these should be listed.

Catch-all - Consistent with the overall purpose of the transition report, you may submit any additional information that may assist the new administration to make the department more effective and efficient. Also, any appropriate documentation that forms the basis of any recommendation(s) you submit should be appended to your report.

Transition Timeline

December 23rd

Cabinet Meeting with key officials of incoming administration

- Location: Gov. H. Rex Lee Auditorium
- Greetings/Introductions
- Departments and agencies to present transition binders
- Directors schedule briefings with incoming counterparts

December 26th - January 2nd

Transition continues at departments/offices

- Incoming and outgoing transition teams work together on seamless transition of services and responsibilities
- Office space available at Customs Warehouse in Tafuna for use by incoming transition team

January 3rd

- 8:00 AM – Turn over keys and any equipment/technology
- 12:00 PM – Official end of Lemanu and La'apui Administration



HON. LEMANU P.S. MAUGA
Governor

HON. LA'APUI TALAUEGA E.V. ALE
LT. Governor

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Poleen N. Asalele
DIRECTOR

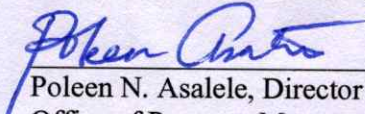
Daniel F. Liufau
DEPUTY DIRECTOR

Serial OPM-055-2024

September 24, 2024

To: Secretary of Samoan Affairs, CEO's, Presidents, and Executive Directors
of Authorities, Directors, Agency and Office Heads

From:


Poleen N. Asalele, Director
Office of Property Management

Subject: *Mandatory Submission of Internal Inventory Report*

This memorandum is to remind you of a directive from Governor Lemanu P. S. Mauga at the last cabinet meeting regarding the completion of 100% inventory report. Your department/office inventory reports must be submitted to the Office of Property Management by the end of the business **day on September 30, 2024.**

Your adherence to this directive is critical in ensuring we meet the deadlines and comply with the Governor's directive. If you have any questions or need further clarification, please do not hesitate to contact our office at 699-6505 or via email at natiaasalele@gmail.com. We are here to provide you with the necessary support and information.

Thank you for your prompt attention to this matter. Your timely submission of the inventory reports is appreciated.