



LOLO M. MOLIGA
GOVERNOR

OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT
Telephone: (684) 633-4116 Fax: (684) 633-2269

LEMANU P. MAUGA
LIEUTENANT GOVERNOR

EXECUTIVE ORDER NO. 010 - 2017

**ESTABLISHMENT OF AMERICAN SAMOA GOVERNMENT
EXECUTIVE BRANCH VEHICLE MANAGEMENT AND USE POLICIES**

Section 1: Authority.

This executive order is hereby issued in accordance with the powers and authority granted to the Governor by Article IV, Sections 6 and 7 of the Revised Constitution of American Samoa, and the American Samoa Code Annotated, Section 4.0111(a).

Section 2: Preamble.

The Governor's Office has received the 'Notice of Potential Findings and Recommendations' arising from the audit of ASG's Internal Controls to Detect and Prevent Unauthorized Use of Government Vehicles. This audit was conducted earlier this year by the Department of Interior's Office of the Inspector General.

The preliminary findings of this audit indicate that ASG is unable to verify the actual number in its fleet of vehicles. Moreover, there appears to be substantial discrepancies between the major agencies responsible for recording proper and accurate accounts of the number of existing and operable ASG vehicles. Finally, the audit finds that the majority of Executive Branch departments and agencies have failed to develop or implement comprehensive policies to regulate government vehicle activity and prevent unauthorized use.

Section 3: Order.

Therefore, by this Executive Order all Executive Branch departments and agencies are hereby ordered:

- a. ASG Executive Branch departments and agencies are required to submit a report of all vehicles assigned to their agencies. This report should include accurate accounts of the following information:
 - (1) year, make and model of vehicle;
 - (2) license plate number;
 - (3) funding source;
 - (4) indication if vehicle is still operable. if the vehicle is not operable, identify where it is located;

(5) this report is to include all leased vehicles; for leased vehicles, please list the vendor/lessor, the year the contract began, the amount of the lease contract and the date the lease expires.

The vehicle inventory reports are to be submitted to the Office of the Governor by January 5, 2018.

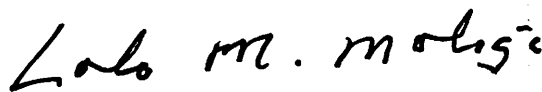
b. All Executive Branch departments and agencies are to develop travel logs for every vehicle in your fleet; the travel log should indicate the date, driver, beginning and ending miles each time the vehicle is used, and purpose of use. The travel logs should reflect usage for each vehicle over each calendar month and shall be submitted to the Office of the Governor within five days of the end of each month, commencing the month of January, 2018.

c. All Executive Branch departments and agencies are to develop and implement policies at the department or agency level that regulate government vehicle activity and prevent unauthorized use. These policies should rationally address the nature of use called for by the department or agency's primary mission. It is not expected that the policies for a department with a great deal of field work, such as Public Works, would be similar to the policies of a back office support department such as Human Resources. Draft policy documents should be submitted to the Office of the Governor by January 15, 2018.

d. Finally, this would also be a good opportunity for department and agency leadership to re-evaluate the need for after-hour passes. There has been a substantial increase of requests for these passes. Last minute requests for these passes should be for unexpected emergencies rather than reflect a lack of planning of work schedules and activities.

4. **Effective Date:** This Executive Order shall have an immediate effective date.

Dated: December 29, 2017.



LOLO M. MOLIGA
Governor