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4/7/99

**OFFICE OF THE GOVERNOR**  
American Samoa Government  
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Governor

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EXECUTIVE ORDER No. 003 -1999

**AN ORDER ESTABLISHING THE OFFICE OF VETERANS AND MILITARY AFFAIRS**

**Section 1: Authority**

This Executive Order is issued under the authority granted to the Governor in Article IV, Section 6, American Samoa Revised Constitution, Title 4 A.S.C.A. Section 4.0111(b) and Title 4 A.S.C.A. Section 4 0302(a).

**Section 2: Preamble**

Membership of the citizens of American Samoa in the armed forces of the United States has played a significant role in our heritage. With the large number of veterans, their survivors and dependents and active duty personnel in and from American Samoa, it is appropriate that one office be established to fill the needs of our many veterans and active duty personnel and to promote service in the armed forces to our youth.

**Section 3: Establishment of the Office of Veterans and Military Affairs**

There is established, as part of the Office of the Governor, the Office of Veterans and Military Affairs. The office shall consist of two sections, namely the Veterans Affairs Section, headed by a Veterans Affairs Officer, and the Military Affairs Section, headed by a Military Affairs Officer. Both officers shall report to the Governor, via the Chief of Staff.

**Section 4: Functions of the Veterans Affairs Section**

The Veterans Affairs Section shall have the following functions pertaining to veterans, their survivors, spouses, children and parents:

Act as the official representative for the Governor and the American Samoa Government on all matters pertaining to armed forces veterans.

Interview and provide counsel regarding eligibility for all veterans benefits and other veterans' rights, to include case follow up.

Assist in preparation and review of claims for veterans benefits to include ensuring the attachment of all necessary supporting documentation prior to submission of the claim.

Provide advice, counsel and assistance regarding claim appeals, reopening of claims and reasons for claim denial.

Assist in obtaining military records, correction of military records and statements of military service records.

Liaison with the Veterans Administration Regional Office.

Act as a Veterans Accredited Representative to appear before the Veterans Administration Claim Board either as a witness for the claimant or for the claimant in his or her absence.

Liaison with doctors, administrative staff and other personnel to assist in obtaining admission to veterans hospitals, to include arrangements for follow-up medical examinations and appointments for physical examinations for veterans applying for disability benefits.

Conduct home visitation for those veterans who are home bound.

Arrange for funeral and burial ceremonies for deceased veterans to include providing requesting logistical assistance and receipt and escort service to the families of deceased veterans; processing burial benefit claims; including presenting the Flag of the United States to a widow or eligible family member of a deceased veteran.

Provide information regarding veterans benefits and rights to the public and civic and education groups.

Implement programs for Veterans Day and Memorial Day ceremonies.

Maintain such files, records and registers as necessary for the performance of these functions.

Develop office policies and procedures for the implementation of programs and services.

**Section 5: Functions of Military Affairs Section**

The Military Affairs Section shall have the following functions pertaining to active duty personnel, their families and pre-inductees:

Act as the official representative for the Governor and the American Samoa Government in all matters pertaining to active duty personnel.

Develop a record of active duty personnel.

Expedite emergency communications between active duty personnel and their families.

Provide assistance and counsel to active duty personnel when they are in American Samoa.

Assist parents and spouses of active duty personnel in processing and obtaining official documents, i.e. applications for allotments, establishing dependency status, and applications for identification cards.

Promote service in the armed forces as a career.

Liaison with armed forces recruiters, both on and off-island and the Department of Education to prepare potential recruits for service entrance exams and to improve their test taking skills.

Encourage active duty personnel and pre-inductees to register to vote and obtain absentee ballots.

Encourage active duty personnel to establish, record and maintain American Samoa as their legal residence.

Liaison with appropriate federal agencies to maximize receipt of cover over taxes due the American Samoa Government from military personnel and federal employees.

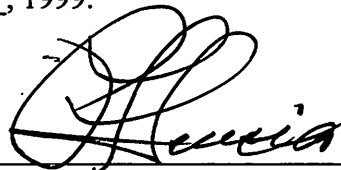
Maintain such files, records and registers as necessary for the performance of these functions.

Develop office policies and procedures for the implementation of programs and services.

Section 6: Effective Date

This order is effective immediately upon signing.

Dated: April 7, 1999.



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TAUESE P.F. SUNIA  
Governor

cc: Per Standard List