



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

EXECUTIVE ORDER 008 – 2024

**AN ORDER ESTABLISHING THE OFFICE OF INFORMATION TECHNOLOGY,
DEFINING ITS DUTIES, RESPONSIBILITIES AND POWERS, REPEALING
EXECUTIVE ORDER 05- 2021**

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 (b).

Section 2: Preamble and Purpose

WHEREAS, the world is rapidly advancing in technology, and use of digital advancements and technology have become essential for efficient governance and public service delivery; and

WHEREAS, the effective, efficient, and secure use of information technology (IT) is crucial for the economic and social development and progress of the Territory of American Samoa; and

WHEREAS, it is imperative for the American Samoa Government to keep pace with these advancements in order to enhance its operations, improve service delivery, assure information security and provide better access to information and services for its citizens; and

WHEREAS, reorganizing IT management functions into a new agency with a director will enhance and promote a unified policy framework, strategic management, and coordination of IT efforts across the American Samoa Government agencies; and

WHEREAS, there is a need to streamline and centralize the use of technology across various departments and agencies within the American Samoa Government to ensure optimal utilization of resources, mitigate cybersecurity risks, and avoid duplication of efforts; and

WHEREAS, the current fragmented approach to technology adoption has resulted in increased costs and tremendous loss in production for the government, making it necessary to establish a centralized Information Technology organization;

NOW THEREFORE, I, LEMANU P. S. MAUGA, Governor of American Samoa, by virtue of the authority vested in me by law, hereby execute this order.

Section 3. Establishing the Office of Information Technology and Chief Information Officer

(a) There is hereby established the Office of Information Technology (OIT) within the Office of the Governor. The Office of Information Technology shall be headed by a Chief Information Officer (CIO) who shall be appointed by the Governor on the basis of education, experience, and other qualifications in information technology and administration. The CIO shall serve at the pleasure of the Governor.

Section 4: Definitions

As used in this Order:

- 1) “Information technology” means hardware, software, geographical information systems, geospatial and telecommunications equipment, including but not limited to personal computers, servers, wide and local area networks, mobile or portable computing devices, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines, cloud computing services, virtual images or computing devices, technology facilities including but not limited to data centers, call centers, dedicated training facilities, switching facilities, and other relevant hardware and software application items as well as personnel tasked with the planning, implementation, and support of technology.
- 2) “Infrastructure Services” shall mean data and telecommunication networks, broadband internet, data center services, web site hosting and portal services (except the provisions of website information architecture and content), and shared enterprise services such as email, DNS, and Directory Services.
- 3) “Enterprise Services” means the services provided to the government by the Office of Information Technology to directly or indirectly assist with the streamlining of business processes or functions.
- 4) “Telecommunications”: means any origination, transmission, emission, or reception of signs, signals, writings, images, and sounds or intelligence of any nature, by wire, radio, television, optical, or other electromagnetic systems.
- 5) “Green-IT” means efficient and conservative use of Information Technology to help in the preservation and protection of the environment, public health and natural resources.
- 6) “e-Waste” means electronic waste; any waste coming from an electronic item or an item associated with electronic components.

Section 5: Powers, Duties, and Responsibilities

(a) Chief Information Officer – Authority, roles and duties

(1) The COI shall adopt, pursuant to the Administrative Procedures Act, A.S.C.A.4.1001 et. seq., rules that are deemed necessary for the efficient and effective administration of the Office of Information Technology.

(2) The CIO shall have the following authority over the employment of individuals:

(3) In accordance with A.S.C.A. § 7.0401 et. seq., shall have the authority to determine the educational, skill and qualifications required for persons to be employed by the OIT.

(4) In accordance with A.S.C.A. § 7.0401 et seq., shall work together with the Director of Human Resources and other relevant agencies to help develop a classification system and pay scale for information technology, geospatial information systems, and relevant engineering or scientific related specialist positions within the government.

(5) This section shall not infringe upon existing laws that provide guidance to the human resources or employment processes of the government.

(6) This shall not override the legal responsibilities and duties of the Department of Human Resources or the Director of Human Resources.

(7) The CIO shall be the principal advisor to the Governor on information technology policy, information technology security, information technology management, and information technology planning.

(b) Office of Information Technology – Authority, roles, and duties

(1) Development of a comprehensive multiyear strategic plan for Information Technology for the Executive Branch, which addresses the acquisition, management, and use of IT and specific projects that implement the strategic plan;

(2) Review, coordinate, and approve any IT Consolidation Plans, IT procurement plans, IT contracts, and setting timeframes for IT infrastructure consolidation;

(3) Review of government construction projects to ensure coordination and compliance for information technology standards for the construction of new government facilities;

(5) Issuing policies, standards and guidelines governing information technology asset (hardware or software) procurement, development, and maintenance; and

(6) Identifying opportunities for cost savings based on standardization, cross-agency coordination or collaboration, use of shared or centralized services, and bulk purchase discounts; and

(7) Establish and enforce cybersecurity policies and procedures to safeguard government systems, data, and infrastructure. With the increasing threat of cyberattacks, it is crucial for the government to have robust cybersecurity measures in place. The CIO will work closely with IT professionals to develop and implement policies that protect sensitive information and mitigate risks.

(c) The OIT shall lead Territory efforts to develop and maintain the American Samoa Government's information technology infrastructure at industry standards with the goal of achieving security, uniformity and standardization of technology across the executive branch.

(d) The OIT shall coordinate a unified executive branch strategic information technology plan, identify best practices from executive branch agencies and other public and private sector entities, and develop and implement processes to replicate information technology best practices and standards throughout the executive branch.

(e) The OIT is responsible for establishing guidelines and regulations regarding the supervision, administration, functioning, and protection of technology, data, and information resources within the American Samoa Government. This includes but is not limited to cybersecurity, broadband, digital services and technology use, and the selection or management of technology hardware, software, subscriptions, and hosted solutions services.

(f) The OIT may carry out e-Government projects throughout the executive branch in order to offer services to the residents of American Samoa and enable them to engage in online transactions. Online platforms and secure gateways may be established to facilitate citizens' electronic access to government services. Such services might encompass tasks like acquiring certified copies of essential documents, making online tax payments, or submitting service applications digitally.

(g) The OIT may collaborate and provide support to the Office of Procurement in the development and review of standards, processes, and policies with respect to the sourcing and procurement of Information Technology projects, equipment, and/or services. OIT may also assist the Office of Procurement by providing subject matter expert resources to aid in the establishment of Information Technology specification standards and regulations governing IT transactions.

(h) The OIT, through the CIO, shall have oversight over all ASG IT Infrastructure and shared services, including, but not limited to: Data and telecommunications networks; Data center and hosted services; including all equipment necessary to operate mission-critical and public-facing applications (e.g., servers, storage, networking devices, security devices, computers, cloud

computing, virtual instance); Hosting of mission-critical and public facing applications; Shared enterprise services (e.g., e-mail and directory); and Help Desk Support.

(i) The OIT, through the CIO, will establish, develop, adopt and enforce ASG Information Technology strategic plans, policies, regulations, standards and enterprise architecture.

Section 6: Reports

(a) The OIT shall develop systems and methodologies to review, evaluate and prioritize existing IT projects and infrastructure within the executive branch. The OIT via the CIO shall report to the Governor the status of the ASG IT infrastructure and projects on a quarterly basis.

Section 7: Interagency Coordination

(a) The OIT may develop service level agreements with executive branch departments and agencies to ensure quality services or products are delivered on schedule and within budget.

Section 8: Funding, finances and accounting

(a) The OIT shall submit a local budget request to the Governor's Office.

(b) The OIT shall have the ability to enter into agreements with the other government entities for providing information technology support and services, on behalf of the government.

(c) The OIT shall have the authority to enter into collaborative purchasing agreements with other government entities for the purchasing of information technology goods or services.

Section 9: Miscellaneous


In order to understand and better coordinate the Information Technology development of all agencies, offices, and departments of the executive branch, OIT may request access to all relevant IT resources, access, data, and information available or to be made available by the agency, office, or department for the activities, powers, duties, functions, and responsibilities granted to the OIT by this Order. All agencies, offices, or departments of the executive branch shall grant this access to OIT to the fullest extent possible.

Section 10: Repealer

(a) Executive Order 05-2021 is hereby repealed.

Section 11: Effective Date

(a) This Executive Order shall take effect immediately and shall continue in effect until amended, superseded or revoked by subsequent Executive Order.


LEMANU P. S. MAUGA
Governor of American Samoa

Sept. 28, 2024
Date