



OFFICE OF THE GOVERNOR

American Samoa Government
Pago Pago, American Samoa 96799

EXECUTIVE ORDER NO. 14 - 1998

Telephone: (684) 633-4116
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TAUESE P.F. SUNIA,
Governor

TOGIOLA T.A. TULAFONO,
Lt. Governor

AN ORDER ESTABLISHING THE AMERICAN SAMOA STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE (SOICC)

Section 1: 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 Title 4 ASCA Section 4.0111(b).

Section 2: Purpose

To establish the American Samoa SOICC as an integral part of the American Samoa Job Training Partnership Act (JTPA) program. The SOICC will receive federal funds and its efforts will be directed toward developing and use of occupational and career information to meet the data needs of planners and administrators of job training and vocational educational programs as well as support persons engaged in career exploration and job search. The primary goal of the SOICC will be to implement an occupational information system in the territory which will meet the common needs for planning and the operation of programs administered by the JTPA program. SOICC will also use the occupational information system to implement a career information delivery system.

Section 3: Effective Date

This Executive Order shall be effective upon signing. It shall remain in effect until it is amended by another Executive Order or by Statute.

Dated: 6/9/98

TAUESE P.F. SUNIA
Governor of American Samoa

Distribution:

As per standard list

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ESTABLISHING THE AMERICAN SAMOA
STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE**

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DATED: June 8, 1998.

TAUESE P.F. SUNIA

Distribution:

As per standard list

PART D - FEDERAL PERKINS LOANS

§ 1087aa. Appropriations authorized.

§ 1087bb. Allocation of funds.

§ 1087cc. Agreements with institutions of higher education.

§ 1087cc-1. Student loan information by eligible institutions.

§ 1087dd. Terms of loans.

§ 1087ee. Cancellation of loans for certain public service.

§ 1087ff. Distribution of assets from student loan funds.

§ 1087gg. Collection of defaulted loans.

§ 1087hh. General authority of Secretary.

§ 1087ii. Definitions.

18

Handwritten notes:

- Allyson
- Carl. Good Standing
- Lyons, Tom
- 633.4288
- 695.2496
- Monica
- UBS
- 12.00
- 699.1574
- 4847
- Veronica
- Secretary
- BBC
- 1570

Global March for Jesus.



Handwritten notes in red ink, including the word 'Bible' and other illegible scribbles.

Man for Jesus



RECEIVED
Governor's Office

By: Tau
Date: 5/28/98

AMERICAN SAMOA GOVERNMENT
PAGO PAGO, AMERICAN SAMOA 96799

In reply refer to:
Serial:138-98

DEPARTMENT OF HUMAN RESOURCES

*State Decy & Com. Committee
Office of the Governor
May 28, 1998*

May 28, 1998

Honorable Tauese P.F. Sunia
Governor
American Samoa Government
Pago Pago, American Samoa 96799

Dear Governor Sunia:

We recently received from Mr. Jim Rude of NOICC a request for a copy of any Legislation or Executive Memorandum establishing SOICC as an integral part of the JTPA and the recently established STW, Carl D. Perkins, Vocational Applied and Technology Education Act of 1990 under the Department of Human Resources, the Training and Development Division.


We have looked everywhere, including the archives, but it seemed that our quest was in vain.

In view thereof, we are hereby requesting your assistance, via an Executive Memorandum to legalize the establishment of SOICC as part of the total network with the above programs.

Your assistance in expediting this request is truly needed especially in terms of our funding proposal awaiting your letter of insurance.

Thanking you for your assistance.

Sincerely,


SAPINI U. SIATU'U, Director
Department of Human Resources

118799

PROLOGUE

This section describes the basic legislative responsibilities of the NOICC - SOICC Network and the structure of the BAG package. Before preparing the BAG, please review this section carefully including the description of the BAG package layout which will help you in completing the BAG application.

NOICC-SOICC Network Responsibilities

Funds allocated to the States by the National Occupational Information Coordinating Committee (NOICC) are to be directed toward achieving coordinated efforts among member agencies of the State Occupational Information Coordinating Committees (SOICCs) and other entities within the State to develop and use occupational and career information to meet the data needs of planners and administrators of job training and vocational education programs, as well as persons engaged in career exploration and job search. This is a complex multi-agency task.

Legislated Responsibilities of the SOICCs

Specifically, each SOICC is charged to

"(a) implement an occupational information system in the State which will meet the common needs for the planning and the operation of programs of the State Board (for Vocational Education) assisted under this Act and of the administering agencies under the Job Training Partnership Act (JTPA); and (b) use the occupational information system to implement a career information delivery system."³

Each Governor⁴ must designate the SOICC or another unit to work with the SOICC to accomplish coordinated "oversight and management of a statewide comprehensive labor market and occupational supply and demand information system." (This requirement under JTPA, Section 125, is especially important in relation to the NOICC-SOICC Network Three-Year Strategic Plan to establish the coordination and continuity required to ensure that the intent and spirit of both JTPA and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990 [PVTEA] are met.)

SOICC membership must include at least⁵ the agencies listed in PVTEA, Section 422(b), which states:

"Each State receiving assistance under this Act shall establish a State Occupational Information Coordinating Committee composed of representatives of the State (vocational and technical education) board, the State employment security agency, the State economic development agency, the State job training coordinating council, and the agency administering the vocational rehabilitation program."

In addition, the Goals 2000: Educate America Act of 1994 mandates that "...the State board or agency governing higher education" shall be a member of the SOICC.⁶ NOICC is required to notify the U.S. Department of Education of the identification of SOICC members under PVTEA. Information on the six mandated SOICC members is collected as part of the Annual Management Plan.

³ See para (b)(1), Section 422 of Title IV, Part C of the Carl D. Perkins Vocational and Applied Technology Education Act of 1990

⁴ The designation may also be made by statute.

⁵ Many States have added additional members beyond those required by Federal statute.

⁶ See Title IX, Section 991(2)(B) of the Goals 2000: Educate America Act of 1994 and NOICC Administrative Memorandum 94-26 (dated August 31, 1994) describing the impact of this legislation to the structure of the NOICC-SOICC Network.

Basic Assistance Grant Package Structure

This BAG package consists of two primary sections:

- Section 1: Three Year Grant Planning Requirements
 - Attachment I-A: Forms for Completion of 3-Year Grant Planning Requirements
 - Attachment I-B: NOICC-SOICC Mandates
- Section 2: Annual BAG Application
 - Part A: Management Plan
 - Part B: Fiscal and Technical Documents

Section 1, *Three Year Goals*, has three components that must be completed as part of the BAG application:

- **Governor's Designation:** SOICCs must submit a designation letter, memo, Executive Order from the Governor, or a copy of appropriate statute. Please submit a copy of your current order, even if it is the same as from previous years. If there has been a change, please include the new designation letter, memorandum, or Executive Order from the Governor indicating the designation.
- **Program Emphases and Priorities:** this is the heart of the long-term plan and includes several pages of forms organized by the three year goals and objectives currently being developed for the Network. **This section must be completed and submitted with the application.** As described in Section 1, SOICCs will not necessarily show activities under each objective. This section will not be required in the second and third years of the grant, unless a SOICC wishes to update the plan.
- **Certifications and Assurances:** this section includes several pages, the last three of which require input by the SOICC Director and a signature by the appropriate official. **This must be submitted as part of the BAG.**

The first few pages of Section 1 provide background information, followed by the appropriate forms for the forms that are to be completed as part of the plan.

Section 2, *Annual BAG Application*, has two major parts.

- Part A, *The Annual Management Plan*, includes several pages for the SOICC to complete related to planned activities for PY 1998. Part A begins with some background materials followed by the actual forms that are to be completed. **This plan must be included in the BAG application.**
- Part B, *Fiscal and Technical Documents*, includes all of the fiscal documents that **must be completed and submitted as part of the application.**

To assist in the preparation of the BAG, pages in white are background pages, while most pages on yellow paper are the actual forms or sections that must be completed.

American Samoa Occupational Information
Coordinating Committee (ASOICC)

The Office of Manpower Resources administers the Occupational Information System for the territory. The primary function of ASOICC is to gather and compile occupational data to develop a territorial occupational information system. Occupational data will be used in the planning process for vocational training and to assist in career planning and guidance and job hunting for people seeking employment in the job market. During the past year, the American Samoa Occupational Information Coordinating Committee compiled a Private Sector Industry Needs Survey Report. This report listed current jobs in the private sector labor market and a projection of jobs that will be available in the territory within the next five years.

ASOICC is currently in the process of developing a territorial-wide occupational projection profile. The system, if completed, will list current jobs within the government and the private sector and a five year projection of available jobs in the territory's labor market, as well as other important information relevant to employers, career and guidance counselors in high schools and the unemployed population of the territory.

Comprehensive Employment & Training
Administration (CETA)

During the past fiscal year CETA continued to provide training for the unemployed, underemployed and economically disadvantaged population of the territory. The phasing out of Titles II-D and Title VI, Public Services Employment, during the second quarter of Fiscal Year 1981 placed 209 participants in the unemployed category. Under Title II-B & C, Classroom Training, about 60% of the funds were used to fund an agricultural training program in Manu'a. The objective of the agricultural program is to train participants in growing vegetables, maintenance of a vegetable garden, marketing of products and other pertinent information in managing a vegetable farm. A total of 100 high school students participated in the summer program. These students were placed in government agencies to introduce them to the world of work. A summary of funds and enrollment by program and title for FY 1981 follows:

	<u>Funds available</u>	<u>Enrollment</u>
TITLE II-B & C	\$328,688.00	208
TITLE II-D	286,348.00	162
TITLE IV-YCCIP	42,511.00	21
TITLE IV-YETP	97,884.00	99
TITLE VI-PSE	94,724.00	47
Special Governor's Grant	16,022.00	33
TOTAL	\$913,725.00	597

MATERIAL MANAGEMENT

Current Director: Paul Felise
Main telephone: 639-1170
Main location: Tafuna
Total employees: 71 (1 contract)
Total budget: \$1,317,000
Local revenue and sales: \$1,317,000

The Office of Material Management (OMM) is the agency responsible for procuring and supplying most of the American Samoa Government's (ASG) materials and supplies. The office is divided into five divisions: Contracts and Leases, Procurement, General Supply, the Territorial Liquor Store and Property Management. In FY 1981, the Property Management Division was transferred to the Department of Administrative Services.

Contracts and Leases

The Contracts and Leases Division is responsible for administration of all personal service, consultant, maintenance and independent service contracts. This division is also responsible for the management of all leases, equipment and buildings owned by ASG. During Fiscal Year 1981, the division certified 917 invoices for payment of contracts and leases valued at \$2,520,619. There has been a continued effort by this division to review, evaluate and update contracts and leases to reflect current economic conditions.

Procurement Division

The Procurement Division is responsible for most purchases by the American Samoa Government. During FY '81, 13,403 purchase orders and stub requisitions were issued totalling \$20,932,264. The federal General Services Administration (GSA), its contractors, and the U.S. private sector received 2,907 purchase orders for a total of \$7,797,757, while foreign sources received 133 orders for a total of \$1,058,366. Local vendors received 10,363 orders and stub requisitions (an increase of 14% over the previous fiscal year) valued at \$12,076,141. Approximately 31 percent of the local total was attributed to the cost of local fuel for government operations and the cost of implementing the programs of the Territorial Administration on Aging. The local preference policy on purchase of supplies and equipment (Governor's General Memorandum No. 107-1979) has been a great contributing factor to the tremendous increase in local purchases. The major emphasis of the division was in this area and about 72% of all purchases by the Procurement Division were done locally.

One major problem encountered by this division during FY '81 was the procurement of pig feed. One local feed mill company, which has been in operation for about a year, has

American Samoa Occupational Information Coordinating Committee (ASOICC), was established under the umbrella of the Department of Human Resources, to monitor and collect the data and information on Labor Force initiatives, as regulated under Section 125 of the Job Training Partnership Act of 1982, and Section 422 (b) of the Carl D. Perkins Vocational Educational Act of 1984. Its daily operation reflects the guidelines and policies mandated by the National Occupational Information Coordinating Committee, and State Occupational Coordinating Committee (NOICC/SOICC), to meet the needs of individuals, involved in exploring careers or making a career change.

I. MISSION STATEMENT AND OBJECTIVES.

ASOICC is committed to establishing a genuine working relationship with people who play a vital role in facilitating career development programs in schools and employment agencies. Such persons include teachers and school administrators, counselors, guidance personnel, placement interviewers, case workers, vocational educational specialists, and persons engaged in career exploration and job search. To carry out its mission efficiently and effectively, ASOICC's activities are coordinated with the following objectives:

1. Work cooperatively with various agencies in promoting and supporting the interests and policies of NOICC/SOICC Network.
2. Actively participate in the Development and Delivery of Occupational Information for program planners and administrators at the local, state and national levels.

3. Collect career information and data to help educators, counselors, planners, and administrators improve their services for students and those who search for employment opportunities.

4. Develop, advertise and disseminate mandated NOICC/SOICC products through the media and other means of communications.

5. Conduct training for counselors and personnel involved in career orientations.

6. Work closely with Department of Education, Government agencies and Business sectors on matters related to career initiatives.

7. Design and implement school to work programs to foster "Transition from school to Work" initiatives, as regulated under new policies of Labor and Training Act.

II. PRODUCTS AND SERVICES

ASOICC shares its products with agencies and clients in the network. Such products include the following:

1. Publications

- a. **Newsletter-** This publication is issued three times a year, and it deals primarily with contemporary career issues impacting the world of work.

- b. **Career Tabloid-** A yearly publication that provides helpful hints on career opportunities, occupational options, and occupational information to assist students and job seekers in the planning of their future careers.

- c. **Career Outlook Handbook-** A Dictionary and encyclopedia of all occupation and career titles available in local state, and national levels. This product serves as a guide for counselors and personnel employment services to acquire specific information on different occupations, jobs and careers.

2. Student Career Planning Portfolio

Because most of ASOICC's activities are devised for the benefit of students, an individual career planning portfolio is being developed for each student to keep records of his/her career goals and future aspirations while in school.

3. Training

ASOICC is inspired by the philosophy that, "quality service is the end product of vigorous training." To acknowledge the significance of this belief, ASOICC works closely with the National Career Development Training Institute (NCDTI), designated by NOICC, in the designing and scheduling of comprehensive inservices and workshops for counselors, planners, administrators, and personnel involved in the employment services.

Aside from NCDTI, ASOICC is also committed to working cooperatively with the Department of Education and American Samoa Community College in the coordinating of career-related initiatives, such as Career fair, for students at different grade levels. Career Fair sets a stage for the presentation of potential careers by local corporations, companies and businesses to foster career awareness among students in the territory.

4. Videos

In addition to publications and training services, there are also VHS videos available for viewing. Following is a list of titles that can be checked out:

- a. Kaleidoscope of Career Series-- This series highlights the nature of various careers, ranging from administrators and executives to writers, artists, and entertainers. (Seven Tapes)
- b. Avenues for the-- Disabled Students, Gifted and Talented Students, the Future, through Physical Education, through Science Part I & II. (Six tapes)
- c. An introduction to Career Development Training Institute (CDTI).
- d. Focus For Action.
- e. Career Counseling For Change (National)
- f. Pacific Improved Decision Making Workshop (ICDM) - Modules II to VIII.
- g. Picking Your Paths on: Agriculture, Construction, Business and Office, Marketing & Distribution, Manufacturing, Health, Science, Public Service, Occupational Home Economics, Personnel Services, Recreation and Hospitality, Arts and Humanities, Communication and Media.
- h. Tennessee Career Guide.
- i. Job Hunt: Staying on Track.
- j. Foundation for the Future

k. Designing the Future-Introduction to Career Development.

l. Tough Decisions Produced by the US Army.

m. Technical Prep Videos - Part I & II.

III. WHO SHOULD BENEFIT FROM ASOICC PRODUCTS AND SERVICES?

- * Planners, and administrators of all entities.
- * Planners and individuals who deal with occupational training programs.
- * Individuals who seek employment opportunities.
- * Students of all educational levels.
- * Job training employment agencies, libraries, and other agencies that help provide special assistance to students, and those who need career guidance.



For more information about ASOICC, please address your inquiries to:

Dr. To'afa Vaiaga'e
ASOICC Director
Department of Human Resources
Pago Pago, American Samoa 96799
Phone (684) 633-4485 Fax (648) 633-1139

ASOICC

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