

**Office of Insular Affairs  
Office Contingency Plan for a Lapse in Appropriation  
September 2017**

The Office of Insular Affairs maintains operations at Main Interior with field offices in Hawaii, American Samoa and the Commonwealth of the Northern Mariana Islands. Personnel are also assigned to the United States' Embassy in Majuro, Marshall Islands and Pohnpei, Federated States of Micronesia.

Office of Insular Affairs has 35 employees on board. This number includes the Assistant Secretary for Insular Areas and 2 judges of the American Samoa judiciary. 7 employees will be designated as Exempt. The employees will be funded by prior-year carryover to support ongoing administration of non-lapsing appropriations for compacts and other Insular Affairs programs that are dictated by mandatory obligations. The employees will provide necessary activities in support of the Compact of Free Association, the Capital Improvement Project program and the American Samoa Judiciary.

Part 1. Designation of Essential Programs/Activities:

<b><u>Essential Activities</u></b>	<b><u>Function</u></b>	<b><u>Justification</u></b>
Office of the Assistant Secretary	Assistant Secretary for Insular Areas	Function needed to provide leadership and policy direction and to respond to exigencies.
Compact of Free Association Economic Assistance (Non-Lapsing Appropriation)	Assistance programs to Federated States of Micronesia and the Republic of the Marshall Islands.	The United States is bound by treaty obligations to provide financial assistance to health, education, infrastructure, and other grants to these freely associated states. Failure to make payments would shut down education and health systems, and would create serious economic disruption in these island nations and are a violation of terms of this international agreement. Oversight is required to maintain the integrity of these programs.
Capital Improvement Project Grants (Non-Lapsing Appropriation)	Insular area capital improvement projects	United States insular areas have on-going construction programs requiring contractual payments funded by existing grants. Failure to

		provide Federal funds will seriously affect island governments' cash flow and may create financial penalties and defaults.
American Samoa Judiciary	Chief Justice and Associate Justice of the American Samoa Court system	Judiciary Branch of the ASG Government. Presiding judges are paid as Federal employees. Continued operation is required to preserve law and order.

Part 2. Designation of Exempt Personnel:

<b><u>Title and Function</u></b>	<b><u>Justification for Exempt Designation</u></b>
Assistant Secretary for Insular Areas	Function needed to provide leadership and policy direction and to respond to exigencies.
Director, Office of Insular Affairs	Function needed to provide leadership and policy direction and to respond to exigencies.
Senior Budget Analyst	Will maintain required budget execution activities in support of non-lapsing appropriations.
Senior Grant Manager	Will administer and provide grant oversight over Compact of Free Association programs (non-lapsing appropriation).
Grant Manager	Will maintain payments for Compact of Free Association and Capital Improvement Project payments (non-lapsing appropriations)
Chief Justice	Presiding Judge for American Samoa Judiciary system which is necessary for law and order.
Associate Justice	Presiding judge for American Samoa Judiciary system which is necessary for law and order.