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**BUREAU OF
STATISTICS & PLANS**
SAGAN PLANU SIHA YAN EMFOTMASION



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STANDARD OPERATING PROCEDURES

- SUBJECT:** STANDARD OPERATING PROCEDURE (SOP) DEVELOPMENT
- SOP NO:** 100-001
- EFFECTIVE DATE:** April 15, 2018
- INQUIRIES:** DIRECTOR'S OFFICE AND ALL BUREAU OF STATISTICS AND PLANS (BSP) DIVISIONS
- REFERENCES:** Public Law 34-05: allowing the periodic audit of each Government of Guam agency's Standard Operating Procedures (SOPs) and requiring such procedures to be posted on each agency's website.
- APPLICABILITY:** This written procedure applies to all BSP unclassified and classified employees, including detailed employees, contracted staff, interns, and Work Experience Program (WEP) employees.
- PURPOSE:** This written procedure supports the effective development of standard operating procedures that promote consistency and uniformity in the work processes of the BSP. The primary audience for this guidance are the BSP division managers responsible for ensuring the proper implementation within BSP of programs and administrative functions.
- POLICIES AND PROCEDURES:** The purposes of SOPs for specific BSP tasks and responsibilities are:
- To improve efficiency and effectiveness;
 - To provide clear guidance and requirements for implementing BSP procedures;
 - To aid in training all persons working for or assigned to BSP;
 - To promote consistent and uniform results;
 - To document how to comply with applicable laws, rules, and regulations governing BSP operations;
 - To document best practices within the relevant subject matter;

- To provide BSP division managers with the tools necessary to ensure that BSP tasks and responsibilities are being uniformly and consistently performed.

In general, each SOP should document all operating procedures and work expectations for the particular tasks enumerated in the SOP. SOP should articulate all tasks within the procedure flow and identify the division that is accountable for the procedures established in the SOP.

The SOP shall not be so detailed that it restricts reasonable supervisory discretion, flexibility, and adaptation to minor changes in the operating environment of the accountable division (e.g. minor changes in staffing, funding, or applicable regulations). If, however, after the adoption of the SOP, changes are made to existing laws, regulations, rules or policies that significantly affect the procedures laid out in the SOP, the SOP shall be revisited as necessary or rescinded.

Due to a number of factors, including changes in leadership, the emergence of new technologies, new legislation, and broader advancements in the statistics and planning landscape, it is inevitable that some SOPs will become obsolete or be merged into other SOPs. In such cases, the SOP must be formally rescinded.

RESPONSIBILITIES:

- A. The Deputy Director is responsible for ensuring the Chief Planner, the Chief Economist, the Division Managers, and the Administrative Services Officer (ASO) comply with this SOP.
- B. Division Managers and Supervisors will ensure that their workplace employees understand this SOP.
- C. BSP employees have the responsibility to understand and comply with this SOP.

INTERNAL CONTROLS:

The Deputy Director will monitor compliance with this SOP.

CHANGES:

This SOP shall be reviewed annually for changes.

APPROVED

DISAPPROVED

 CARL V. DOMINGUEZ
 Director of Statistics and Plans

APR 10, 2018
 Date

ATTACHMENT:

Numerical Reference Sheet

Numerical Reference Sheet --- Provides the numbering system used to categorize the SOPs by their administrative functions. The listing concludes for each division.

- 100 – 199** Director’s Office
- 200 – 299** Administrative and Financial Office
- 300 – 399** Business and Economic Statistics Program
- 400 – 499** Planning Information Program
- 500 – 599** Socio-Economic Planning Program
- 600 – 699** Guam Coastal Management Program