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**MAY 25 2018**

**BUREAU OF STATISTICS AND PLANS**

**STANDARD OPERATING PROCEDURES**

- SUBJECT:** ADMINISTRATION (DIRECTOR'S OFFICE)
- SOP NO:** 100-002
- EFFECTIVE DATE:** May 31, 2018
- INQUIRIES:** ALL BUREAU OF STATISTICS AND PLANS DIVISIONS
- REFERENCES:** Initially created as the Bureau of Planning under P.L. 12-200, the core mission of the Bureau was later redefined in 1990 by P.L. 20-147. In 2002, the Bureau was once again redefined by P.L. 26-76, in which its name was changed to the Bureau of Statistics and Plans (BSP).
- APPLICABILITY:** Public Law 20-147, as amended by P.L. 26-76, stipulated that it is the BSP's duties and responsibilities to undertake any planning activity in the Government of Guam (GovGuam) that is not being carried out or that is not the function of another department or agency.
- PURPOSE:** As mandated by law, the BSP has the flexibility to appraise, coordinate, prepare, and assist in the development of a wide range of plans, policies, and studies that further economic, social, land use, environmental and infrastructure goals, priorities, and planning activities. This flexibility is reflected in the BSP's mission statement. It is further mandated for the Bureau to disseminate and make available economic, social, and physical data and information for researchers, policy makers, and the general public.
- POLICIES AND PROCEDURES:** The newly developed core mission of the BSP is to provide executive direction and administrative and financial support necessary for the effective implementation of the BSP's programs and activities for the benefit of present and future generations. In order to do this, the BSP is committed to:

- Serve as a catalyst for planned and balanced economic, social, environmental and physical growth;
- Advise the Governor of Guam during the formulation of policies and on the Interrelationships among laws, plans, policies, and programs;
- Provide oversight during the formulation and integration of plans, policies, and programs which further social, economic, environmental, and physical development goals and priorities;
- Encourage private/public partnerships in the formulation and implementation of plans, policies, and programs;
- Ensure the availability of information generated by the Government of Guam (GovGuam) for policy and plan development;
- Provide technical support to other GovGuam entities in order that they can meet their missions; and
- Ensure the availability of timely and accurate statistical indices that are required to make sound decisions to improve Guam's economic viability.

**RESPONSIBILITIES:** The Deputy Director is responsible for overseeing the implementation of the SOP.

**INTERNAL CONTROLS:** The Deputy Director will monitor compliance with the SOP.

**CHANGES:** This SOP shall be reviewed annually for updates and revisions.

APPROVED

DISAPPROVED

  
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 CARL V. DOMINGUEZ  
 Director of BSP

MAY 25, 2018  
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 DATE