



TRUST TERRITORY OF THE PACIFIC ISLANDS  
OFFICE OF THE DISTRICT ADMINISTRATOR  
PONAPE DISTRICT  
PONAPE, EASTERN CAROLINE ISLANDS 96941

CABLE ADDRESS  
DISTAD PONAPE

March 8, 1971

Honorable Edward E. Johnston  
High Commissioner  
Trust Territory of the Pacific Islands  
Saipan, Marianas Islands  
96950

Dear Mr. Johnston:

The District Administrators' Conference convened on March 1st and continued through March 4th, 1971. An Executive meeting was held in which important points are being brought to you for your action. The following presentation is presented for your consideration and your response.

I. DECENTRALIZATION

- A. The District Administrators' feel that the Directors should be in an advisory position; both to the High Commissioner and the District Administrators'.
- B. That all budget hearings should be handled by the District Administrator for the different districts and that all budget presented to Congress should be District budgets, except where it is a Trust Territory wide proposal and the general overall policy of the Trust Territory.
- C. Budgets that have been approved by the United States Congress and has been submitted to the High Commissioner, who then submits to each District Administrator his District budget, that these budgets be considered as complete allotments to the District and that prevalidation of funds are not necessary coming in each quarter from Headquarters.
- D. That the Directors at Headquarters formulate the general Trust Territory wide policy for the High Commissioner. They then come into the District to assist and audit the programs approved by the High Commissioner.

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II. ADMINISTRATION OPERATIONS OFFICER

- A. It was recommended that a separate office be established with a person heading this office who will up keep the Manual of Administration.
- B. He will consult with the Directors at Headquarters and the District Administrator's in keeping the Manual of Administration up-to-date.
- C. He will also act as Coordinating Officer for the District Administrator's in helping to handle problems and correspondence coming from the Districts.

III. CERTIFICATION OF LAND

- A. The present policy set down for the certification of lands is much too rigid. We will recommend that a much more lenient policy be set up to handle land certification in the district.
- B. We feel that a document of approval from the assumed land-owner is sufficient to warrant a certified land right-of-way.
- C. If we were to comply with the present policy, as set down, many of the construction projects would not be feasible for a minimum of another 2 years.

IV. LEGISLATION TO THE CONGRESS OF MICRONESIA

- A. Chapter 3, Section 47(d), Treasurer. Under this law in the Trust Territory Code, the Treasurer for District Legislature is appointed and paid for by the District Legislature. He is subject to removal and is under the control of the District Administrator. We recommend that this law be changed.
- B. That the Treasurer no longer be a member of the staff of the District Administrator; but, to come completely under the District Legislature itself.
- C. Included in the amendment, specifically spelled out, that the Treasurer shall receive, maintain and disburse under the authority of the District Legislature. To keep and maintain complete an accurate records of funds that are maintained and disbursed by him.

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- D. That the Treasurer's responsibility and duties be confined to the immediate disbursement; keeping the operation of the District Legislature.
- E. That all tax collections and grants for projects be handled by the District Finance Officer, in the same manner that Headquarters does for the Congress of Micronesia.

V. SINGLE PAY PLAN

- A. All the District Administrator's urge the High Commissioner to implement a single pay plan by July 1, 1971.
- B. This will give Personnel the opportunity to straighten out the irregularities they may find in this pay plan.

VI. HOUSING AND LEASING PROGRAMS

- A. The construction of houses in a district should be left to the discretion of each individual District.
- B. We feel that each District should be given the funds allotted for housing and that each District must construct that many houses or as many more as he feels he can build on that amount of money.
- C. That local designs be used with approval from engineers as to the structural strength.
- D. Each District would like to further explore the possibility of leasing local houses.
- E. Would also like to request that a method be worked out by the Headquarters Finance, where leases can be used by a local individual or company to construct houses for Trust Territory employees.

VII. FOREIGN NATIONAL CLAUSE - TRUSTERSHIP AGREEMENT

- A. That the High Commissioner explore the possibility of opening up to the other nations such as Japan on entering

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the Trust Territory in business enterprises with the Micronesians.

- B. That the same guidelines be set up for foreign nations that now exist for Americans.

VIII. ECONOMIC DEVELOPMENT LOAN FUND

- A. We recommend that a \$10,000 ceiling be established in the District for loans to individuals and companies with the approval by the District Administrator.
- B. That the total amount of funds available for loans be divided among the Districts and that a certain percentage be maintained at Headquarters.
- C. That each District would have 6 months in which to use the funds allotted to him; otherwise, it would revert back to Headquarters general pool. This would then leave it open to all of the Districts that need additional loan funds.

IX. PERSONNEL

- A. We recommend that all local hiring of Micronesians be processed and handled in the Districts.
- B. That the pay grades including the C-grades as established, be given to each new employee and for each promotion at the District level without going to Headquarters for approval.
- C. That all ex-patriot WAE and local contract hire be processed and hired in the District.
- D. That all persons being hired for employment in the District be approved prior to their being hired. A resume of each employee should be brought through the District Administrator for his approval prior to his being hired.

X. PROCUREMENT

- A. That procurement authority be given each District Administrator or District Supply Officer over and above the established amount of \$2500.
- B. The guidelines to this authority would be specifically shown in the construction project. The amount determined would be

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that shown on each prevalidation document for each individual contract or project.

XI. CAPITAL IMPROVEMENT PROGRAM

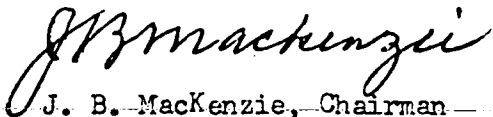
- A. The District Administrator's discussed the 10% that is retained by Headquarters Public Works. This percentage taken off the top of each construction program is very unpopular. The reason for this is that a figure is given to the District to work with in requesting specific construction units to be built in that District, then they find that they have to cut back on this construction because the 10% was removed after submission of their needs. It is recommended that the 10% be taken off prior to submission to the District and the amount given the District be the true and full amount for that project.
- B. Districts should have at least a construction engineer and if possible, an architect on the staff who will also be paid out of the 10% deducted from each construction project.

XII. SITE FOR NEXT CONFERENCE

- A. It was unanimously voted on by all District Administrators that the next conference will be held in the Palau District with a stopover at Yap after the conference ends.
- B. That the High Commissioner will call and advise all District Administrators of the date for the next two conferences to be held at Headquarters and at Palau.

We would appreciate your early decision on the above mentioned points.

Sincerely,



J. B. MacKenzie, Chairman  
District Administrators' Conference

cc: All District Administrators  
All District Representatives

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