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GOVERNOR

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TALAEUGA E. V. ALE
LIEUTENANT GOVERNOR

September 03, 2021

GENERAL MEMORANDUM NO. 146 – 21

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Acting Governor of American Samoa

Subject: Accomplishment Report for Year 2021

In preparation for the upcoming State of the Territory Address in January 2022, all departments, agencies, offices, and authorities are required to submit a comprehensive Accomplishment Report detailing all major accomplishments for the **Year 2021**, including all pending projects and agenda for the upcoming year. The report should also include any program or project challenges, if any, currently being faced and solutions being planned to mitigate those issues. Please refer to the attached template as a guide.

The 2021 Accomplishment Report must be submitted to Chief of Staff Tuimavave T. Laupola no later than **Friday, November 12, 2021.**

I appreciate your continued hard work and dedication in carrying out your responsibilities and services to our people.

A handwritten signature in blue ink, appearing to read "Talauega E. V. Ale".

TALAEUGA E. V. ALE
Acting Governor

Introduction:

Accomplishments: Details profiling what your department/agency has accomplished in the first year of our administration. **(Year 2021)**

Challenges: What challenges lie ahead and how can they be overcome?

Opportunities: Where do the greatest opportunities lie and how can they be realized?

Goals: Identify your department/agency priority goals.

Conclusion: