



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

December 15, 2023

GENERAL MEMORANDUM NO. 345 – 23

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

From: Governor of American Samoa

Subject: Graduate School USA Ethics and Audit Training for ASG Personnel

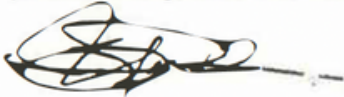
The Graduate School USA has confirmed the annual three-day training session for ASG employees will be held January 16-18, 2024, at the Election Office in Tafuna. The Territorial Audit Office will assist the Graduate School USA in holding the training sessions.

The training will include three eight (8) hour courses and the course summaries are shown below with a link to more detailed information about each of the courses. Each participant can receive up to eight (8) hours of CPE credits for each course attended. The first course on ethics is independent of the other two sessions and will likely have a much larger audience. The Governor's Legal Counsel, Terry VanEaton will serve as a local resource to support the instructor, Drummond Kahn, in the Ethics training. The last two courses focus on internal controls and audits. If you plan to attend the internal controls training, we suggest attending both days to get the full benefit of the training.

- Ethical Decision Making for Government Employees - January 16, 2024
<https://learn.pitiviti.org/218> This course is designed for ethics officers, decision makers, audit and finance and financial management officers, and other officials in comparable officials in American Samoa.
- Manager's Roles in Assessing Internal Control – January 17, 2024
<https://learn.pitiviti.org/219> This course is designed for Program managers and other non-auditors, as well as auditors who conduct control assessments and auditors who review agencies' implementation of Circular A-123.
- Auditors' Roles in Assessing Internal Control – January 18, 2024
<https://learn.pitiviti.org/221> This course is designed for finance professionals and auditors who want to learn, or refresh their knowledge of processes for assessing controls in performance audits and incorporating findings into audit reports.

If you require assistance in registering for these training opportunities, email Monique.Wedderburn@graduateschool.edu or talaleuk@gmail.com with your First Name, Last Name and email address.

Please note that we will not provide hard copies of the course materials. We kindly request that you bring your own laptop or a printed copy of the course materials to the training session. Once you have registered for the course, the course materials will be available.



LEMANU P. S. MAUGA
Governor

This course is designed for decision makers, such as finance and financial management officers and action officials in the American Samoa Government.