



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

June 20, 2023

GENERAL MEMORANDUM NO. 158 – 23

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

From: Governor of American Samoa

Subject: Yearly Training Calendar 2024

As Fiscal Year 2024 approaches, I ask that you as members of the Cabinet be mindful of our duty to the people of American Samoa to critically examine each budget line item in your proposed budget. Please ensure that each item aligns with your department's standard strategic plan for program and personnel development. Together, your budgets serve as the foundation for ASG's financial management efforts. Thoughtful planning and precise budgeting are intrinsically linked to the success of our government.

One important tool that will assist us in this initiative is the Yearly Training Calendar (YTC). To be most effective, the YTC must include all planned activities and how they align with your allotted budgetary resources. Please keep in mind that thoughtful planning requires your department to evaluate and project short- and long-term progress and gaps. A complete YTC will help us facilitate effective planning for employee productivity and optimize resource utilization.

On December 20, 2022 the Governor's Office conducted its first ASG Calendar and Communication Training to coordinate and build a centralized ASG Calendar as detailed in General Memorandum 241-22. The initiative was designed to assist my office in synchronizing all major events, communication, and ASG-wide training. The training generated a POC listing for departmental Calendar/Communication.

All POCs were expected to submit a YTC 2024 by close of business today. As of this morning, we have yet to receive a sufficient number of submissions. We must work together towards the goals we have set for ASG and maintain a consistent pattern of communication and transparency.

Attached you will find a template for you to complete your department's portion of the YTC. On the calendar, please indicate the following information for each month: (1) personnel cost per month, (2) operational and maintenance costs per month, and (3) key events and their associated costs for each month. Key events should list all planned events by your department to include

trainings, large trips, and events that will require significant expenditure of resources above and beyond the typical operational and maintenance costs of your department.

Suspense date for submission: Friday, June 23, 2023 by 3 p.m.

A courtesy follow-up call will be conducted this afternoon to gather a status report on YTC Submission from the POCs. Please ensure your POCs are on top of this important assignment.

As always, I commend your office for the time and dedication invested in completing this task. Our collaborative efforts should guarantee a smooth transition into the new Fiscal Year.

A handwritten signature in black ink, appearing to read 'L. Mauga', with a long horizontal line extending to the right.

LEMANU P. S. MAUGA
Governor