



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

August 22, 2022

GENERAL MEMORANDUM NO. 124 – 22

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


From: Governor of American Samoa

Subject: Accomplishment Report for Year 2022

In preparation for the upcoming State of the Territory Address in January 2023, all departments, agencies, offices, and authorities are required to submit a comprehensive Accomplishment Report detailing all major accomplishments for the **Year 2022**, including all pending projects and agenda for the upcoming year. Please specify as well 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 2022 Accomplishment Report must be submitted to Chief of Staff Loa Tuimavave T. Laupola no later than **Friday, November 18, 2022.**

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


LEMANU P. S. MAUGA
Governor

Introduction:

Accomplishments: Details profiling what your department/agency has accomplished during Year 2022 (Include pictures where necessary)

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: