



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

January 3, 2024

GENERAL MEMORANDUM NO. 003 – 24

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

From: Governor of American Samoa

Subject: ASG Operations and Services

Providing the services necessary to support, maintain, and grow our community is one of the primary functions of the American Samoa Government. The unexpected closure of departments, agencies, or offices outside of planned or declared holidays creates a disruption in public services we provide and has a direct impact on our community who rely on these services.

In recent weeks, there have been a number of Directors who have made the decision to close down their departments during what would have otherwise been normal business hours. This should not occur except under emergency conditions. If there are activities that a department needs to undertake that effects the staffing of the department, Directors should determine the best way to streamline its provision of services during that time in order to be able to continue operations and undertake the additional activities. Ample holiday time is provided to employees and Directors should schedule appropriately through the holiday season in order to be open for business during business hours.

Thank you for your consideration and continued service to the people of American Samoa.

A handwritten signature in black ink, appearing to read "Lemanu P. S. Mauga", with a long horizontal line extending to the right.

LEMANU P. S. MAUGA
Governor