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**GENERAL MEMORANDUM NO. 008 – 26**

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

From: Governor of American Samoa

Subject: Wellness Initiative for ASG Workforce

As we begin this new year, Lieutenant Governor Pulu and I recognize that a healthy workforce is essential to serving the people of American Samoa. We encourage all departments to develop wellness initiatives tailored to your staff's needs.

**WELLNESS HOUR**

All departments are encouraged to implement a Wellness Hour every Tuesday and Thursday. During this one-hour period, employees may participate in wellness activities such as exercise, meditation, health screenings, or other health-promoting activities. Departments should schedule this hour to minimize disruption to essential services while maximizing employee participation.

**RECOMMENDED STRATEGIES**

**1. Integrate with Existing Activities**

Build wellness into current routines—add wellness topics to safety meetings or include stress management in existing training.

**2. Identify Department Champions**

Select trusted employees to promote wellness activities, share information, and lead by example.

**3. Prioritize Mental Health**

Normalize mental health conversations, provide confidential resources, and train managers to respond with care.

**4. Focus on the Environment**

Implement low-cost initiatives: walking groups, hydration campaigns, healthy vending options, recognition programs, wellness bulletin boards.

**5. Track Participation**

Use basic tracking or surveys to demonstrate impact and build engagement.

## 6. Offer Incentives

Provide meaningful recognition for participation through various approaches that celebrate both individual and collective achievement. Recognition can be as simple as verbal acknowledgment during staff meetings or as formal as certificates or special events that honor commitment to health. The key is consistency and genuine appreciation for employees' efforts toward better wellbeing.

## SUPPORT AVAILABLE

The Department of Health Non-Communicable Disease (NCD) Program stands ready to provide guidance, resources, and facilitate connections across departments. For support, please contact the NCD Program at 633-4606 or 699-6380. Stay informed about upcoming NCD events and activities for our ASG workforce.

## NEXT STEPS

Each department should:

- Assess staff wellness needs
- Identify feasible initiatives aligned with operational capacity
- Designate a wellness coordinator or champion
- Begin implementation

This initiative embodies fa'asamoa values of mutual care and collective strength. When we invest in workforce wellness, we invest in American Samoa's future.



Pulaali'i Nikolao Pula  
Governor