



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

November 29, 2024

GENERAL MEMORANDUM NO. 251 – 24

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

From: Acting Governor of American Samoa

Subject: Departmental Transition Reports and Inventories

Hopefully preparations of your Department Transition Reports are underway. These reports are essential to ensure continuity and avoid public service disruptions. GM 243-24 established a due date of November 29, 2024 for their submission. In order to allow sufficient time for you to submit accurate and complete reports, this deadline is being extended to December 6, 2024. Inventories should be submitted sooner if possible. Please work diligently to gather and record the information described in the previous GM and provide two binders to Deputy Chief of Staff Lydia Aliitaeo-Amisone by the close of business next Friday.

Thank you for your continued support and cooperation.

LA'APUI TALAUEGA E. V. ALE
Acting Governor

Enc: GM 243-24