



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

December 9, 2022

GENERAL MEMORANDUM NO. 241 – 22

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

From: Chief of Staff

Subject: ASG Calendar and Communications

The Planning and Operations Division (POD) and the Communication division (GOVNET COMMS) of the Governor's Office has been tasked by the Governor to coordinate with all ASG authorities, departments, and agencies to build a centralized ASG calendar for 2023.

This initiative will assist the Governor's Office in synchronizing all major events, communication, and training ASG-wide. All Directors are asked to assign a representative to serve as a point of contact and a communication specialist for their respective calendars and to communicate the departments' upcoming event.

The POD and the GOVNET COMMS will host a Calendar and Communications training on **December 20, 2022 at 10 a.m.** at the Veterans (VA) Office in Tafuna. We request the attendance of all POC's and communication specialists.

Please provide your POC's name and email address to our Special Projects Manager, Dr. Siniva Mann at siniva.mann@go.as.gov by **Decmeber 16, 2022.**


Loa Tumavave T. Laupola
Chief of Staff