



PULAALI'I NIKOLAO PULA
GOVERNOR

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**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

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January 26, 2026

GENERAL MEMORANDUM NO. 009 – 26

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

From: Governor of American Samoa

Subject: Support for launch of DOH Wellness Hour Initiative

On Tuesday, January 27, 2026, the Department of Health is launching the Wellness Hour Initiative with a kickoff at the Veteran's Memorial Stadium in Tafuna from 2:00 pm to 3:00 pm. This initiative represents a strategic commitment by the Administration to promote employee health, wellness, and work-life balance.

EVENT DETAILS

Event Name: Department of Health Wellness Hour Initiative Kickoff
Date: Tuesday, January 27, 2026
Time: 2:00 pm to 4:00 pm
Location: Veteran's Memorial Stadium
Expected Participants: American Samoa Government employees

DEPARTMENT RESPONSIBILITIES

Participation and Representation During the Kickoff Event

1. Each department is encouraged to send interested personnel to participate in the Wellness Hour Initiative kickoff event.
2. Department heads shall ensure adequate staffing levels to continue provisions of services to the public.

Maintaining Government Services

Departments must ensure that sufficient personnel remain at their respective offices to maintain continuity of services to the public.

1. **Service Continuity:** Each department must maintain adequate staffing levels at their respective locations to continue provision of services, including but not limited to:

- a. Public intake and inquiries
 - b. Processing of applications and permits
 - c. Emergency response capabilities
 - d. Critical administrative functions
2. **Scheduling:** Department heads are responsible for scheduling attendance at the Wellness Hour Initiative to ensure that public facing operations are not disrupted.
3. **Coverage Plans:** Departments should develop coverage plans identifying which personnel will attend the event and which will remain in offices to serve the public.

GUIDANCE FOR DEPARTMENTS

1. Stagger attendance if your department provides ongoing public services.
2. Coordinate with supervisory staff to ensure adequate desk coverage.
3. Communicate schedules to staff well in advance to allow for planning.
4. Monitor public service demand and adjust attendance accordingly.
5. Report concerns regarding service continuity to the Office of the Governor.

SUPPORT FOR INITIATIVE

The Administration supply supports the Department of Health's initiative to enhance employee wellness. This represents an important investment in the health and morale of the ASG workforce. Departments are encouraged to cooperate fully with planning and logistics while fulfilling their obligations to serve the public.

COORDINATION

For questions, regarding event logistics, transportation, or program details, please contact the Department of Health directly.



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