



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

August 29, 2023

GENERAL MEMORANDUM NO. 214 – 23

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

From: Governor of American Samoa

Subject: Submission of 2023 Accomplishment Reports for State of the Territory

As we prepare for the State of the Territory Address scheduled for January 2024, it is imperative that we gather a comprehensive overview of our collective achievements. To facilitate this, all departments, agencies, offices, and authorities are required to provide a detailed **Accomplishment Report for the Year 2023**. This report should encompass major accomplishments, pending projects, and the agenda for the upcoming year, while also addressing any encountered challenges and proposed solutions. Please use the attached template as a guide, and consult the 2023 State of the Territory Report at <https://www.americansamoa.gov> for reference.

The 2023 Accomplishment Report must be submitted to Chief of Staff Loa Tuimavave T. Laupola no later than **Friday, November 17, 2023**.

Your continued dedication and hard work in fulfilling your duties and serving our people are greatly appreciated. Thank you for your commitment to our community.

LEMANU P. S. MAUGA
Governor