



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

January 9, 2025

GENERAL MEMORANDUM NO. 009 – 25

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

From: Governor of American Samoa

Subject: Critical Cost Containment Measures

The research conducted by our Transition Team and Governor's Office staff has confirmed that ASG has fallen far behind in meeting its financial obligations. The situation is getting worse with each payroll period. Effective immediately, I am implementing the following cost containment measures until further analysis of the government's finances is completed.

1. Hiring Freeze

The Governor's approval is required for the hiring of employees paid for by the General Fund. Instructions for the hiring of new employees will be made available by the Department of Human Resources.

2. 10% Spending Cut Across-the-Board

All Departments and Agencies must take immediate action to decrease spending of general fund dollars by 10% of the ASG Budget for Fiscal Year 2025. Revised budget proposals must be submitted to the Governor no later than January 31st. But, to be clear, spending reductions must be today.

3. Overtime Must Be Pre-Approved

All work schedules must be optimized to prevent employees from working more than 40 hours a week. Overtime must be preapproved by Directors or the equivalent leadership in every Department, Agency, or Office.

4. Reduce Energy Use

ASG currently owes ASPA a significant power bill. Energy conservation measures must be implemented across the board. Energy use will be audited. Departments that do not show a

significant reduction in energy use will be held accountable through further budget reductions or other means.

5. Purchase Order or Contract Required for Payments

No payments will be issued by ASG unless a properly approved purchase order or contract is on record for the subject services and/or merchandise.

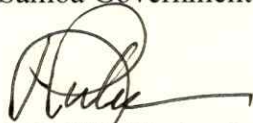
6. Non-Essential Travel

Travel using the General Fund must be approved by the Governor or his designee until further notice. Where possible, non-essential travel that has already been arranged should be canceled or rescheduled, unless approved by the Governor.

7. Semi-Autonomous Agencies and Authorities

Semi-autonomous agencies and authorities are exempt from the requirements of this General Memorandum. Separate actions will be taken to address the efficiency of operations at these entities.

As we obtain a clearer picture of the government's financial status we will adjust these cost containment measures. Thank you for your understanding, patience, and diligence as we work together to improve the fiscal health, operational efficiency, and accountability of the American Samoa Government.



Pulaali'i Nikolao Pula
Governor