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October 27, 2021

GENERAL MEMORANDUM NO. 168 – 21

To: Secretary of Samoan Affairs, Directors, Agency and Office Heads
From: Governor
Subject: Pay Adjustments

In a collective effort to fully accommodate all pay adjustments per GM 121 – 21, all departments and agencies must complete and submit all requisite documentation before close of business **Friday, November 5, 2021**. This should allow ample time to prepare documents, route for signatures, and submit for processing.

Adjustments for retrograde pay submitted after the aforementioned date will not be processed. Please take the necessary action to meet the deadline.

Your full cooperation is greatly appreciated.

LEMANU P. S. MAUGA
Governor