



PULAALI'I NIKOLAO PULA
GOVERNOR

PULUMATAALA AE AE JR.
LT. GOVERNOR

**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

PAGO PAGO, AMERICAN SAMOA 96799
Telephone: (684) 633-4121

February 11, 2026

GENERAL MEMORANDUM NO. 014 – 26

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

From: Governor of American Samoa

Subject: Mandatory EEO Compliance Training – All Executive Branch Personnel

The Equal Employment Opportunity Office will conduct mandatory compliance training for all American Samoa Government agencies. This training ensures compliance with federal and territorial equal employment opportunity laws, regulations, and policies.

Department Head Responsibilities:

All department heads are responsible for:

- Ensure all staff attend their schedule departmental training
- Confirm attendance with the EEO Office after each session
- Email attached EEO training materials to all department employees
- Instruct employees to print, review, and bring training materials to their training

Training Requirements:

Attendance is mandatory for all executive branch employees, including full-time, part-time, temporary, and contractual personnel. Supervisors must accommodate this training in staff schedules. Non-attendance will be documented.

Contact Information:

For questions about scheduling, content, accessibility accommodations, or compliance requirements, contact the Equal Employment Opportunity Office at 633-3366 or faatigafua.fuatagavi@go.as.gov.

Your cooperation in ensuring full participation is essential to maintaining our commitment to equal employment opportunity and federal compliance.

Pulaali'i Nikolao Pula
Governor

Enclosure(s): EEO Training Calendar

EEO TRAINING CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
16 PRESIDENT'S DAY	17	18 <u>9:00AM @ DYWA TAFUNA</u> <ul style="list-style-type: none"> DHSS DPS TAOA TAO TEO DYWA AGRICULTURE OPAD 	19 <u>9:00AM @ DYWA TAFUNA</u> <ul style="list-style-type: none"> DOH MEDICAID HISTORICAL PREVENTION ARPA SAMOAN LANGUAGE RESILIENCE ODAPM CONSTITUENT SERVICES PROCUREMENT PROPERTY MANAGEMENT 	20 <u>9:00AM @ DYWA TAFUNA</u> <ul style="list-style-type: none"> HR ASPA ASDC/TCF OFFICE OF FINANCIAL INSTITUTION DSAR PARKS & RECS PORT ADMIN DYWA SAMOAN AFFAIRS
23 <u>9:00AM @ DYWA TAFUNA</u> <ul style="list-style-type: none"> ASCC DPW ASPA LEGAL AFFAIRS PUBLIC DEFENDER INSURANCE COMM OFFICE BUDGET CIPA ASEDA SHIPYARD MUSEUM 	24 <u>9:00AM @ DYWA TAFUNA</u> <ul style="list-style-type: none"> DOE DBAS ASMCALBI ELECTION OFFICE HOMELAND SECURITY MARINE WILDLIFE ADMIN SERVICE VOC REHAB WORKMEN'S COMP ASPA ASTCA 	25 <u>9:00AM @ DYWA TAFUNA</u> <ul style="list-style-type: none"> DOC ASPA TBAS ADMIN LAW JUDGE ART COUNCIL ASEPA LIBRARY VISITOR BUREAU TREASURY SC VA 	26	27