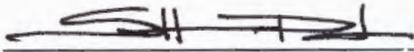




## MEMORANDUM

TO : All Navajo Nation Branches, Division,  
Department Program and Offices  
Chapter and Enterprises

FROM :   
Emily Bennett, Program Supervisor I  
ISD/Employee Benefits Program

DATE : November 3, 2016

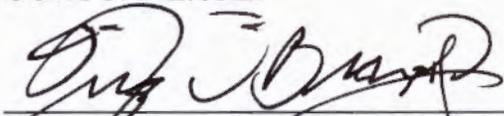
SUBJECT : Notice of temporary relocation – Employee Assistance Program,  
Employee Benefits Program, Risk Management Program,  
Safety/Loss Control Program and Workers' Compensation  
Program.

This is to inform all that the Insurance Services Departments which includes Employee Assistance Program, Employee Benefits Program, Risk Management Program, Safety/Loss Control Program and Workers' Compensation program will temporarily be stationed at Navajo Division of Transportation (NDOT) Conference Room 306 **beginning Thursday, November 03, 2016 from 1:00 p.m. to Friday, November 04, 2016 ending at 5:00 p.m.** The Administrative Building One will be closed due to installation of the Air Heating & Cooling Units.

Regular routine operations will resume Monday, November 07, 2016. Therefore, please plan and make any necessary arrangements.

Please excuse any inconvenience this may cause. Your understanding is much appreciated. Should you have any questions, please contact Employee Benefits Office at (928) 871-6300.

### CONCURRENCE:

  
Virgil Brown, Acting Division Director  
Division of General Services

xc: distribution  
file copy



MEMORANDUM

TO : Whom It May Concern  
Employee Benefits Program Staff

FROM :   
Emily Bennett, Program Supervisor  
Employee Benefits Program  
Division on General Services

DATE : October 5, 2016

SUBJECT : STANDING DELEGATION OF AUTHORITY – Fiscal Year 2017

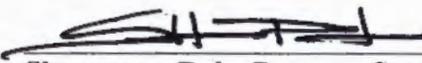
Please be advised that due to the Delegation of Authority given to the staff of Employee Benefits Program, there may be occasions when the Program Supervisor will be out of the office. In this event, by the notice, one of the staff members will assume delegation to act in their absence. The delegation has the same effect and carries the same effect and carries the same authority as that of the Program Manager.

The following staff will handle administrative matters that are routine and pertain to Employee Benefits Program, including signature authority with the exception of those matters they feel require the attention and approval of the Employee Benefits Program Supervisor.

Shawnevan Dale, Program Supervisor II, Risk Management Program

The Standing Delegation of Authority for Employee Benefits Program is effective immediately. Your cooperation with the staff will be appreciated.

ACKNOWLEDGE:

  
Shawnevan Dale, Program Supervisor II  
Risk Management Program