



Navajo Department of Workforce Development

Post Office Box 1889
Window Rock, Arizona 86515
Telephone: (928) 871-7707 Fax (928) 871-7116

MEMORANDUM

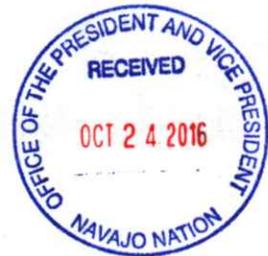
(16-NDWD-056)

TO : ALL CONCERNED

FROM : Roselyn Shirley
Roselyn Shirley, Department Manager III
Navajo Department of Workforce Development
DIVISION OF HUMAN RESOURCES

DATE : October 21, 2016

SUBJECT : NDWD OFFICE CLOSURES



All Navajo Department of Workforce Development Workforce Centers and Window Rock Administration office will have full office closures beginning November 1, 2016 at 8:00 am to November 4, 2016 at 5:00 pm. Normal business hours will resume on November 7, 2016 at 8:00 am.

NDWD employees will be attending a Department-Wide Staff Training.

Please contact us by October 28th for any needed assistance. Thank you.

CONCURRENCE:

[Signature] 10/21/16
LaVonne Tsosie, Division Director
Division of Human Resources

CONCURRENCE:

[Signature]
Arbin Mitchell, Chief of Staff
Office of the President and Vice-President

Distribution