



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

**MEMORANDUM**

DATE : November 1, 2016

TO : ALL PROGRAMS, DEPARTMENTS, AND DIVISIONS

FROM : Jim Parris, Controller  
OFFICE OF THE CONTROLLER *L.P.*

SUBJECT : NOTICE OF OFFICE CLOSURE

Office of the Controller will be closed on Thursday, November 3, 2016 from 1:00 P.M. to Friday, November 4, 2016 5:00 P.M. The Administration Building #1 will be close due to safety reasons during the installation of the Air Heating & Cooling Units.

Regular business hours will resume on Monday, November 7, 2016 at 8:00 A.M.

Your cooperation will be greatly appreciated. Thank you.

DISTRIBUTION