



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO: ALL CONCERNED

FROM:


LaVonne Tsosie, Division Director
NN Division of Human Resources

DATE: August 17, 2016

SUBJECT: **OFFICE CLOSURE**



Be informed that all Departments within the Division of Human Resources [DHR] will have full office closure beginning 8:00 am on Wednesday, August 31, 2016 to 5:00 pm. Business will resume on Thursday, September 1, 2016

DHR will be hosting a Division Wide Meeting.

Please make appropriate arrangements with DHR departments prior to the closure. Incoming Mail may be dropped off in our Division of Human Resources box at the Office of the President / Vice - President during this period.

Your understanding is appreciated.

CONCURRENCE:


Arbin Mitchell, Chief of Staff
Office of the President / Vice-President

cc. 2016 DHR Correspondence File
Arbin Mitchell, Chief of Staff
Navajo Nation Distribution



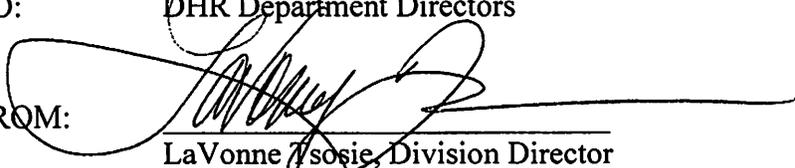
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO: DHR Department Directors

FROM:


LaVonne Tsoosie, Division Director
NN Division of Human Resources

DATE: August 12, 2016

SUBJECT: **Mandatory Division Wide Presentation**

Be informed that the Division Administration Office will be holding a Division wide presentation on sexual harassment on Wednesday, August 31, 2016 beginning at 9:00 am at the Wheatfields Lake. Lunch will be provided and DHR is asking all departments to contribute food or drinks – via coordination with Tauve Begaye.

The Navajo Nation President has tasked the Division of Human Resources to educate all Navajo Nation employees on sexual harassment through Executive Order #04-2016 that you all received. The Division Administration Office, Staff Development, Department of Personnel Management and others will begin this task with DHR employees; and eventually all other divisions.

DHR will periodically update the President and Vice President of the progress of this task. Your cooperation, support and understanding of this mandate is therefore expected. Also an office closure memo of all DHR departments will be issued separately. Please contact me if you have any questions.

cc. 2016 DHR Correspondence File
Arbin Mitchell, Chief of Staff
Distribution