



MEMORANDUM

TO : Navajo Nation Departments/Programs
Executive and Legislative Branches

FROM : *Reycita Toddy*
Reycita Toddy, Classification & Pay Manager
Department of Personnel Management

DATE : August 10, 2017

SUBJECT : OBI Office Closure 8/16/17 thru 8/18/17

The Office of Background Investigations (OBI) will be closed, beginning, Wednesday, August 16, 2017 at 3:00 P.M. through August 18, 2017. OBI will resume normal business on Monday, August 21, 2017. During this office closure the OBI will not be conducting intake, investigations, adjudication or providing the status of background checks. All documents are considered confidential; therefore should not be submitted to any other office(s). OBI will not be responsible for lost or misdirected documents.

The OBI will be attending the Division of Human Resources (DHR) Summit on August 17th through August 18th. This DHR Summit is to bring the entire DHR staff together to exchange information and provide updates on the new DHR management, operational strategies and priorities.

Should you have any questions, feel free to contact OBI at (928) 810-8589. Thank you.

CONCURRENCE:

LaVonne Tsosie 8/11/17
LaVonne Tsosie, Division Director
Division of Human Resources

xc: OBI File
DPM/DHR