



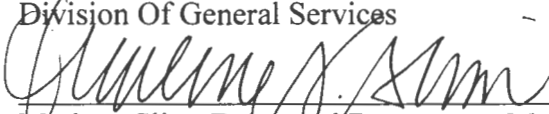
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT



Memo

TO : Joelynn Ashley, Division Director
Division Of General Services

FROM : 
Marlene Slim, Delegated Department Manager III
Navajo Transit System

Date : November 28, 2017

Re : **Navajo Transit System Operations Shut Down on December 21-22, 2017**

Navajo Transit System (NTS) is hereby seeking your approval for a two-day public transportation operation shut down on Thursday, December 21, 2017 and Friday, December 22, 2017 for Transit In-house work day and Staff Development work session. December 21 will consist of NTI Course Assault Awareness & Prevention for Transit Operators/Navajo Nation Department of Public Safety Program and December 22, 2017 staff will invite Employee Assistance Program on employee benefits assistance.

It is necessary to shutdown transit operations to allow for mandatory staff trainings to comply with our Navajo Nation Program Performance Criteria #5. Program Performance Area: Staff Development & Training Goal Statement of Two (2) staff development & Training for the 1st quarter. Ridership history shows that during the week of Christmas holidays, there is less ridership as people are on vacation and schools are out of session so the best time for this shutdown would be this week.

The Navajo Transit System personnel would appreciate your approval. All necessary public notifications shall be announced well in advance of this closure. If you should have any questions, please contact me at (928) 729-4115/4002. Thank you.

APPROVED:


Joelynn Ashley, Division Director

Division of General Services

APPROVED:


Clara Pratt, Chief of Staff

Office of the President/Vice President
The Navajo Nation

CC: File