

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

To : Division Directors, Department and Program Managers
Navajo Nation Executive and Legislative Branches

FROM : 
Reycita Toddy, Delegated Human Resources Director
DHR/Department of Personnel Management

SUBJECT : LIMITED ACCEPTABLE DOCUMENTS

DATE : August 24, 2020

Please be informed that for the safety of our staff the Department of Personnel Management (DPM) will continue to accept documents via email. However, there are a few exceptions, which include:

- Employment Applications, copies of non-selection and interview letters being returned to the DPM once a selection has been made;
- Family and Medical Leave forms; and
- Grievance requests

Further, to ensure the confidentiality of these documents, all documents must be placed in an envelope marked CONFIDENTIAL and dropped off at our office located at the Navajo Environmental Protection Agency (NEPA) building.

Your adherence to the above is appreciated. Should you have any questions, please contact me at (928) 871-7772. Thank you.

DISTRIBUTION

XC: Dr. Perphelia Fowler, Division Director, DHR
Charlotte Bighthumb, Employee Relations Specialist, DPM
Alberda Avery, Sr. Human Resources Analyst, DPM
Virginia Badonie, Administrative Assistant, DPM
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