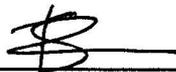




## MEMORANDUM

To: ALL DIVISIONS/DEPARTMENTS/PROGRAMS

From:

  
Sherrick S. Roanhorse, Chief of Staff  
Office of the President and Vice President

Date: September 14, 2011

Subject: **Relocation of Offices from Administration Building #1**

This memorandum is to inform all employees and the general public of the relocation of the divisions, departments and programs based in Administration Building #1. Below is information regarding the temporary relocation of the Administration Building #1-based offices:

### 1) Office of the Controller (OOC):

- Most Office of the Controller sections are located at the Department of Dine Education (DODE) Building Auditorium
  - **All existing main telephone numbers will remain the same.**
- Cashier's Department and some Accounts Payable staff have relocated to the Property Department in Fort Defiance.
  - The department will complete check processing in Fort Defiance and distribute all checks from OOC's new DODE location.
- Credit Services Department is located at the Ethics & Rules Conference Room
  - Phone (928) 871-6369

### 2) Office of Management and Budget (OMB):

- Most OMB sections are located at the Department of Information Technology (DIT) Building in Window Rock
  - **All existing main telephone numbers will remain the same.**
- OMB Contracts and Grants Section is located at the Division of Health-Department of Behavioral Health Program Conference Room in Administration Building #2
  - Phone (928) 871-6798/6234

### 3) Division of General Services:

- The General Services Administration is located at DIT
  - Phone (928) 871-6311/6012
  - Fax (928) 871-7737

- Insurances Services Department-Employee Benefits Program and Workers Compensation Program are located at the Navajo Nation Shopping Center at the Safety Loss Control Program office
  - Phone (928) 871-6085
  - Fax (928) 871-7638
- Risk Management Program is located at the Navajo Nation Museum
  - Phone (928) 871-6085
  - Fax (928) 871-7638

**4) Division of Community Development:**

- Design and Engineering Services (DES) Program is located at the Division of Community Development Conference Room in Administration Building #2
  - Phone (928) 871-6784/6664
- DES Project Management staff are located at the Navajo Nation Shopping Center Rural Addressing Office
  - Phone (928) 871-7777

**5) Division of Human Resources:**

- Department of Personnel Management is located at the Training Center Building
  - Phone (928) 871-7273
  - Fax (928) 871-6828

On Monday morning, established an Incident Management Team to provide technical support and guidance to address the issues surrounding the closure of Administration Building #1. This team includes staff from the Navajo Occupational Safety and Health Administration Program (NOSHA), Safety and Loss Program, Department of Emergency Management, Division of Public Safety, Navajo Environmental Health Program, Navajo Nation Environmental Protection Agency, Division of General Services, Office of the Controller, and Office of the President and Vice President.

Lastly, we will ensure adequate procedures are implemented for proper cleanup and remediation of the facility, and we will partner with outside governmental agencies, including the Indian Health Service, to assist us with this important public health issue. Once deemed safe to return to Administration Building #1, notification will be sent to all stakeholders from the Incident Management Team. Thank you for your patience and understanding of this situation.

If you have any questions, please contact our office at (928) 871-7000.

cc. Ben Shelly, President  
 Rex Lee Jim, Vice President  
 Johnny Naize, Speaker, Navajo Nation Council  
 Herb Yazzie, Chief Justice, Judicial Branch