



# THE NAVAJO NATION

DEPARTMENT OF INFORMATION TECHNOLOGY

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*Joe Shirley, Jr.*  
PRESIDENT

*Frank Dayish, Jr.*  
VICE PRESIDENT

## MEMORANDUM

To : Distribution NN Departments

From : *Lawrence Charley*  
Lawrence Charley, Operations Manager  
Dept. of Information Technology (DIT)  
Division of General Services

Date : January 24, 2006

Subject : Notice: Temporary Information Technology Service/Network Shutdown for a major Equipment Replacement.

We are scheduling a major upgrade to our electrical power here at DIT during the weekend of February 3-5, 2006. We will be shutting down services and doing system backups starting noon February 3, 2006. If your Department uses local host service provided by Shadi, Dezhi or Redmesa we are asking that all your users log off at noon February 3. The departments that will be directly effected will be Department of Personnel Management, Retirement Office, and Office of Scholarship and Financial Assistance, Election Administration, Internet users and Email (no incoming/outgoing).

During this period of time there will be no Internet services, email services, connection services to local hosts for servers Shadi, Dezhi, Redmesa plus any other services that is normally provided by DIT.

Our schedule will be as follows to replace the Uninterruptible Power Supply (UPS)

1. February 3, noon to 2pm do system backups. After 2pm Electrical Service Contractor will shut off power to DIT building and disassemble old UPS.
2. Saturday all day, Electrical Service Contractor will be installing new UPS. Complete installation.
3. Sunday February 5, Liebert Field Engineer will inspect installation of UPS. Liebert FE will conduct startup procedures for new UPS. Liebert FE will conduct training session for DIT personnel on operation of the new UPS. Electrical Service Contractor will be available to make any corrections/adjustments.
4. Monday February 6, all services provided by DIT should be back to normal operations.

Should you have any questions feel free to call us at (928) 871-6520. Thank you for your understanding.

CONCURRED:

*Harold Skow*  
Harold Skow, Director  
Dept. of Information Technology

xc: Ken Peterson, Division Director, DGS  
Pat Sandoval, COS, OPVP  
Leonard Gorman, Legislative Branch  
Edward Martin, Judicial Branch  
Mark Grant, Controller, Office of the Controller