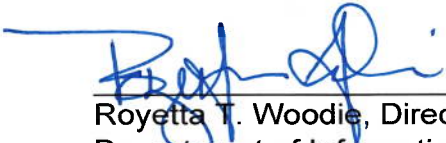




Memorandum

To: Navajo Nation Employees

From: 
Royetta T. Woodie, Director of IT
Department of Information Technology
Division of General Services

Subject: Protocol for Requesting Mass Emails to Navajo Nation Employees

In an effort to streamline our communication processes and ensure that mass emails sent to Navajo Nation employees are efficient and effective, please adhere to the following guidelines when requesting a mass email distribution:

1. **Official Memo Requirement:**

All requests for mass emails must be accompanied by an official memorandum from the office initiating the request. The content must be drafted in a memorandum format and not in plain text format. This memo should clearly outline the subject matter that needs to be communicated.

2. **Submission Process:**

All memorandum requests for mass emails must be submitted through the Navajo Department of Information Technology (DIT) help desk ticket system. This ensures that your request is tracked and processed in a timely manner.

3. **Point of Contact Information:**

If the memorandum requires a point of contact for employees to reach out to with any questions or concerns, please include the relevant contact information. This will help ensure that any inquiries are directed to the appropriate individual or department.

4. **Single Distribution Policy:**

The Navajo Department of Information Technology (DIT) will only send the same mass email regarding a specific subject matter once. We will not resend identical emails, as this leads to frustration among employees and results in them disregarding future communications. To avoid this, please ensure that your message is complete and accurate before submission.

5. Additional Guidelines for Navajo-nsn.gov domain Mass Email Dispersal

**** No Non-Government Advertisements:****

A .gov internet domain may not be used to advertise for private individuals, firms, or corporations, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

**** No Political or Campaign Information:****

The .gov internet domain is for the operation of government, not the political, political party, or campaign environment. No campaigning can be done using .gov domains. The .gov websites may not be directly linked to or refer to websites created or operated by a campaign or any campaign entity or committee. No political sites or party names or acronyms can be used. Separate websites and e-mail on other top-level domains (TLDs), such as .org, will have to be used for political activity.

Thank you for your cooperation in adhering to these guidelines. If you have any questions or require further clarification, please do not hesitate to contact our office.