



THE NAVAJO NATION

DEPARTMENT OF INFORMATION TECHNOLOGY

Tribal Hill Drive

P.O. BOX 5970 WINDOW ROCK, AZ. 86515

PHONE: (928) 871-6520 FAX: (928) 871-7737

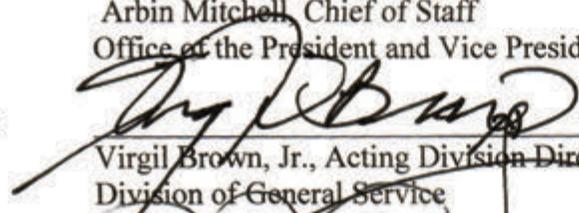


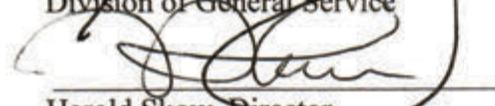
Russell Begaye
PRESIDENT

Jonathan Nez
VICE PRESIDENT

MEMORANDUM

TO: Arbin Mitchell, Chief of Staff
Office of the President and Vice President

THRU: 
Virgil Brown, Jr., Acting Division Director
Division of General Service

FROM: 
Harold Skow, Director
Department of Information Technology
Division of General Services



DATE: July 11, 2016

SUBJECT: Request for Off Reservation Travel

This memorandum is to request your approval for Off Reservation Travel to host and participate in the Navajo Nation IT Summit 2016 conference scheduled November 14th through the 17th, to be held in Albuquerque, NM at the Hyatt Regency Albuquerque. Department of Information Technology (DIT) is requesting DIT staff, committee members, and registered participants to attend NNITS summit. Travel to commence for the staff and committee on November 12th due to early preparation of NNITS and returning November 19th.

DIT is holding NNITS 2016 conference to bring Navajo Nation Technology people together to exchanged information and get updated on Navajo Nation IT strategy and priorities.

Your understanding in this matter is greatly appreciated. Should you have further questions, please feel free to contact me at 871- 6520

APPROVED DISAPPROVED:

Arbin Mitchell, Chief of Staff
Office of the President and Vice President



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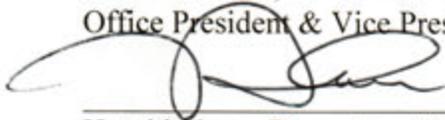


Russell Begay
PRESIDENT

Jonathan Nez
VICE PRESIDENT

A D D E N D U M

TO : Arbin Mitchell, Chief of Staff
Office President & Vice President

FROM : 
Harold Skow, Department Director
Department of Information Technology
Division of General Services

DATE : September 26, 2016

SUBJECT : **ADDENDUM: OFF-RESERVATION**



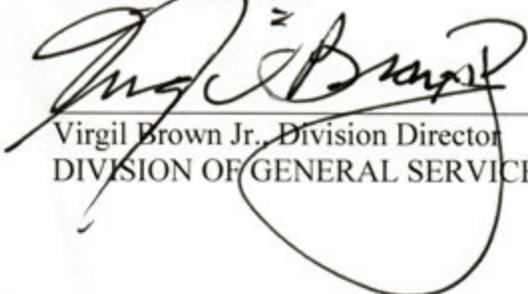
I am respectfully submitting a request for off-reservation travel for any Navajo employee(s) that will be attending the Navajo Nation IT Summit (NNITS) 2016. The NNITS Summit will be held at the Hyatt Regency Albuquerque Hotel.

This allows all attendees from the Navajo Nation to benefit in acquiring technical solutions for their specific purposes. Other benefits will improve technical solutions for all our departments, programs, branches and Chapter Houses.

Your consideration and approval of this request will be most appreciated. Should you have further questions, please feel free to contact me at 928-871-6520/6002.

Thank you.

CONCURRENCE:


Virgil Brown Jr., Division Director
DIVISION OF GENERAL SERVICES

APPROVAL:


Arbin Mitchell, Chief of Staff
OFFICE PRESIDENT/VICE PRESIDENT

