



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*

Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

MEMORANDUM

TO : **Charlotte Bighthumb, Human Resources Director**
DHR/Department of Personnel Management

FROM : _____

DATE :

SUBJECT: **Request for Automation of Employee Assignments**

This memorandum is to request for the Department of Personnel Management ("DPM") to automate the assignments for all eligible employees occupying positions funded by the following Business Unit Number(s):

To Be Completed by Program/Department	To Be Completed by OMB/Contracts/Grants Section	
	New Business Unit No	Budget End Date
Current Business Unit No		

We certify that budgets for these Business Unit(s) are sufficient to cover personnel expenditures resulting from the extension of assignments. Furthermore, we certify that a copy of the approved budget, including budget forms 3 & 5, are attached to this request, and authorize the Department of Personnel Management to automate the extension of assignments based on the information provided above for those employees who meet the requirements for automation.

Division Director

Date

OFFICE OF MANAGEMENT & BUDGET - BUDGET VERIFICATION

Contracting Officer

Date

OFFICE OF THE CONTROLLER - AUTHORIZATION FOR EXPENDITURE OF FUNDS

Controller

Date

DEPARTMENT OF PERSONNEL MANAGEMENT

HR Director

Date