



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

MEMORANDUM

TO : Navajo Nation Executive Branch
Navajo Nation Legislative Branch

FROM : *Charlotte Bigthumb*
Charlotte Bigthumb, Human Resources Director
Department of Personnel Management

DATE : March 15, 2024

SUBJECT : **NEW EMPLOYEE MULTI-SERVICE ORIENTATION (NEMSO) TRANSITION**

May this memorandum serve as an Official notification that beginning April 1, 2024, the Department of Personnel Management (DPM) will plan, coordinate, and conduct the **New Employee Multi-Service Orientation (NEMSO)** every second Tuesday and Wednesday of every month. There will be **NO COST** associated with this Orientation and will be conducted online via Zoom.

The New Employee Multi-Service Orientation provides updated and important information to new and current employees within the Navajo Nation. The Department of Personnel Management will provide an update on scheduled training dates and the registration process via email. Should you have any questions, please contact the Department of Personnel Managements HR Operations and Development Section at (928) 871-6442.

CONCURRED:

Debbie Nez-Manuel

Debbie Nez-Manuel
Division Director
Division of Human Resources

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New Employee Multi-Service



Orientation (NEMSO)



The New Employee Multi-Service Orientation provides updated and important information to new and current employees within the Navajo Nation.

This 2-day Orientation will cover Navajo Nation Personnel Polices, Benefits, Insurance, Safety, and Services available to ALL Employees within the Navajo Nation.

Presentations will cover:

- ❖ **Personnel Policy Manual**
- ❖ **Coping with Stress Presentation**
- ❖ **401 (K) & Defined Benefit Plan Benefits**
- ❖ **Employee Benefits: Health, Dental, Vision, Pharmacy & Life Insurance Coverages**
- ❖ **Navajo Preference in Employment Act**
- ❖ **Navajo Nation Occupational Safety and Health Administration**
- ❖ **Office of Background Investigations**
- ❖ **Workers Compensation**

Are you a newly hired employee of the Navajo Nation?



Are you starting a new role or position within the Navajo Nation?

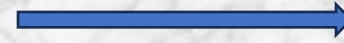


Are you curious about any new or recent updates about policies, or benefits?

Join us monthly via Zoom.
This 2-day orientation is free and occurs monthly.

Scheduled Dates and Times:

April 9th & 10th, 2024
8:00 am – 5:00 pm



May 7th & 8th, 2024
8:00 am – 5:00 pm



June 11th & 12th, 2024

8:00 am – 5:00 pm



Click or scan QR Code to register.

For more information, please contact the Department of Personnel Management's HR Operation and Development Specialist at (928) 871- 6442 or email Ramondo.Clah@dpm.navajo-nsn.gov

