

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
23rd NAVAJO NATION COUNCIL -- Third Year, 2017

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; AMENDING AND  
APPROVING THE NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT'S PLAN OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

A. The Health, Education and Human Services Committee of the Navajo Nation Council has legislative oversight of general government services and human services, hence the Division of Human Services, including the authority to review, recommend or propose adoption of appropriate Plans of Operation. 2 N.N.C. §§ 400 (C)(1), 401 (C)(1)

SECTION TWO. FINDINGS

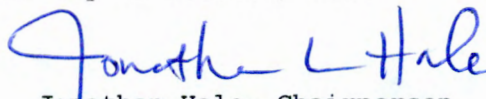
- A. The Navajo Department of Workforce Development (Department) is within the Navajo Nation Division of Human Resources.
- B. The last revision of the Department's Operation was in 1998. See **Exhibit "A"**
- C. Amending the Department's Plan of Operation is necessary in order to update the general functions of the Department and to reflect current law regarding the appropriate legislative oversight.
- D. The Navajo Nation finds it in the best interest of the Navajo People to approve the amended changes to the Department's Plan of Operation as found at **Exhibit "B"**.

SECTION THREE. APPROVAL

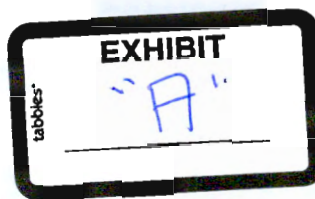
The Health, Education and Human Services Committee hereby approves the amended Plan of Operation for the Navajo Department of Workforce Development as found at **Exhibit "B"**.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 23<sup>rd</sup> Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 4 in favor, 0 opposed, 1 abstained this 23<sup>rd</sup> day of October, 2017.

  
Jonathan Hale, Chairperson  
Health, Education and Human Services Committee

Motion: Honorable Steven Begay  
Second: Honorable Nathaniel Brown



GSCAP-23-98

RESOLUTION OF THE  
GOVERNMENT SERVICES COMMITTEE  
OF THE NAVAJO NATION COUNCIL

Amending Resolution GSCJN-31-91, the Navajo Department  
of Employment and Training, Division Of Human Resources,  
Plan Of Operation To Incorporate the Program Name Of  
Navajo Department Of Workforce Development Within  
the Division Of Human Resources

WHEREAS:

1. Pursuant to 2 N.N.C. §343(B)(2), the Government Services Committee of the Navajo Nation Council is authorized to create any division or department of the Executive Branch of the Navajo Nation government by adoption of its Plan of Operation and to amend or rescind that Plan or the existing Plan of Operation for any division or department; and

2. Pursuant to 2 N.N.C. §§601, 602(2) and 604(B)(2), the Human Services Committee of the Navajo Nation Council is established and continued as a standing committee of the Navajo Nation Council to coordinate all employment and training programs with the power to represent the Navajo Nation in matters relating to labor, employment and training; to recommend legislation regarding employment and training; and to serve as the oversight authority for the Division of Human Resources wherein the Navajo Department of Employment and Training is located; and

3. With the revised Plan of Operation, Navajo Department of Employment and Training (NDET) amends its program name to Navajo Department of Workforce Development (NDWD). The Plan of Operation is attached hereto and incorporated herein as Exhibit "A"; and

4. The current Plan of Operation for the Navajo Department of Employment and Training (NDET) was approved by the Human Services Committee of the Navajo Nation Council by Resolution HSC-75-JN-91 (Exhibit "B") and by the Government Services Committee of the Navajo Nation Council by Resolution GSCJN-31-91 (Exhibit "C"); and

5. In the best interest of the Navajo Nation and pursuant to a recent study conducted on the Navajo Department of Employment and Training, a revised Plan of Operation has been developed which will provide a more efficient and effective administration of programs.

NOW THEREFORE BE IT RESOLVED THAT:

The Government Services Committee of the Navajo Nation Council hereby amends Resolution GSCJN-31-91, the Navajo Department of Employment and Training, Division of Human Resources, Plan of Operation, to incorporate the new program name of Navajo Department of Workforce Development, attached hereto and incorporated herein as Exhibit "A".

## CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 5 in favor, 0 opposed and 0 abstained, this 28th day of April 1998.



Ervin M. Keeswood, Sr., Chairperson  
Government Services Committee

Motion: Bennie Chapo  
Second: LeNora Y. Fulton

**RESOLUTION OF THE  
HUMAN SERVICES COMMITTEE  
OF THE NAVAJO NATION COUNCIL**

Recommending that the Government Services Committee of the Navajo Nation Council Adopt and Approve the Revised Plan of Operation of the Navajo Department of Employment and Training (NDET)

**WHEREAS:**

1. Pursuant to 2 N.N.C. Sections 601, 603(2), and 604(B)(2), (3) and (5), the Human Services Committee of the Navajo Nation Council is established and continued as a standing committee of the Navajo Nation Council to coordinate all employment and training programs with the power to represent the Navajo Nation in matters relating to labor, employment and training; to recommend legislation regarding employment and training; and to serve as the oversight authority for the Division of Human Resources wherein the Navajo Department of Employment and Training is located; and
2. Pursuant to 2 N.N.C. Section 343(B)(2), the Government Services Committee of the Navajo Nation Council is authorized to create any division or department of the Executive Branch of the Navajo Nation government by adoption of its Plan of Operation and to amend or rescind that Plan or the existing Plan of Operation for any division or department; and
3. The current Plan of Operation for the Navajo Department of Employment and Training was approved by the Human Services Committee of the Navajo Nation Council by Resolution No. HSC-75-JN-91 (Exhibit "A") and by the Government Services Committee of the Navajo Nation Council by Resolution No. GSCJN-31-91 (Exhibit "B"); and
4. In the best interest of the Navajo Nation and pursuant to a recent study conducted on the Navajo Department of Employment and Training, a revised Plan of Operation has been developed which will provide a more efficient and effective administration of programs; and
5. With the revised Plan of Operation, Navajo Department of Employment and Training amends its program name to Navajo Department of Workforce Development (NDWD). The revised Plan of Operation is attached hereto and made a part herein as Exhibit "C".

HSCAP-10-98

NOW THEREFORE BE IT RESOLVED THAT:

The Human Services Committee of the Navajo Nation Council hereby approves and recommends to the Government Services Committee of the Navajo Nation Council adoption of the revised Plan of Operation of the Navajo Department of Employment and Training. The revised Plan is attached hereto and incorporated herein as Exhibit "C".

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Human Services Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present, and the same was passed by a vote of 6 in favor, 0 opposed, and 1 abstained, this 9th day of April, 1998.



Chairperson  
Human Services Committee of the  
Navajo Nation Council

Motion: Tommy Chavez  
Second: Wilford Lane



**NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT****PLAN OF OPERATION****I. ESTABLISHMENT**

The Navajo Department of Workforce Development (Department) is hereby established as a department, with the Division of Human Resources - Executive Branch of the Navajo Nation. Government (hereafter referred to as "Department").

**II. PURPOSE**

~~The purpose is to provide workforce development services by maximizing opportunities for eligible enrolled members and residents of the Navajo Nation service delivery area in compliance with applicable grant plans and mandates.~~

The Department will administer and implement employment and training programs for eligible youth and adults, in accordance with Navajo Nation laws, policies, procedures and authorized grant plans, rules and regulations, and program guidance instructions. The Department is the designated administrative entity of the Navajo Nation for U.S. Department of Labor Workforce Innovation and Opportunity Act Section 166 and Department of Health and Human Services Native Employment Works Program funding.

**III. PERSONNEL AND ORGANIZATION****A. PERSONNEL**

There is an established position of Department ~~Director~~ Manager III of Navajo Department of Workforce Development who is under the general direction and guidance of the Division of Human Resources ~~of the Navajo Nation~~.

The Department ~~Director~~ Manager III is authorized to employ professional, technical, and clerical personnel as needed to carry out the Navajo Department's of Workforce Development organizational purpose(s) as stated herein.

All personnel shall be employed and compensated pursuant to applicable Navajo Nation Personnel Policies and Procedures. All recruitment, selection and hiring of employees shall be implemented in accordance with Navajo Nation Personnel Policies and Procedures.

**B. ORGANIZATION**

~~Attachment A is the~~ The organizational charts for the Navajo Department of Workforce Development are incorporated in as "Attachment A".

**IV. RESPONSIBILITY-IES AND AUTHORITY-IES**

The Department Director Manager III and staff employees are hereby authorized and shall be responsible for:

A. Central Administration (Financial Services/Contract Accounting (JTPA/NEW), Management Information System, Planning & Marketing, Field Operations, Monitoring & Evaluation, Contracts & Grants) Support Units:

1. Administer grant contract terms for delivering of workforce development services to eligible residents of the Navajo Nation service delivery area: Developing grant applications and required grant department/program strategic plans. To fund job training opportunities for eligible program participants of the Navajo Nation service delivery area Implementing grants in compliance with Navajo Nation and funding sources' requirements.
2. Implementing annual funding allocations and budgets in accordance with Navajo Nation Budget Instructions and Policies Manual. Implementing budgets for human capital to support operations of all offices and programs.
3. Providing technical support to administration and training to field staff. Formulating program guidance instructions in accordance with program requirements and establishing current internal controls system.
4. Submit and maintain required program and financial reports to comply with grant guidelines and performance measures. Submitting program and financial status reports in accordance with required schedules by funding sources. Monitoring program performance results for all programs.
5. Conduct program evaluation to improve and maintain customer service delivery and comply with the Navajo Nation, State and Federal guidelines. Implementing internal monitoring and audits, in compliance with grant mandates. Maintaining official records for program participants, budgets, expenditures, property, and grant management compliance.

B. Workforce Centers – Field Operations:

1. Implement grant plans that will maximize the workforce development opportunities for eligible residents and program participants of the Navajo Nation service delivery area: Implementing direct program employment and training services to eligible youth and adults in accordance with rules and regulations, and Navajo Nation policies and procedures.
2. Perform outreach and recruitment activities for applicants who may be suitable for program activities.

3. ~~Enroll participants into suitable workforce development activities correlation with case management plans and objectives.~~  
Developing program service strategy plans with participants based on career assessments and needs for employment and training program services.  
Developing career pathways opportunities and support program participants with available resources.
4. ~~Provide effective case management services for participant to achieve successful results.~~  
Implementing applicant and participant records required for tracking of program performance standards and documentation for expenditures of funds.  
Implementing and monitoring assigned budgets.
5. Conducting follow-up case management to monitor participant progress and post- program exit services. Implementing job development services to achieve program performance results.

## **V. LEGISLATIVE OVERSIGHT**

The Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight of the Navajo Department of Workforce Development pursuant to Title II, N.N.C. ~~§604(B)(5)~~ 401(C)(1).

## **VI. AMENDMENTS**

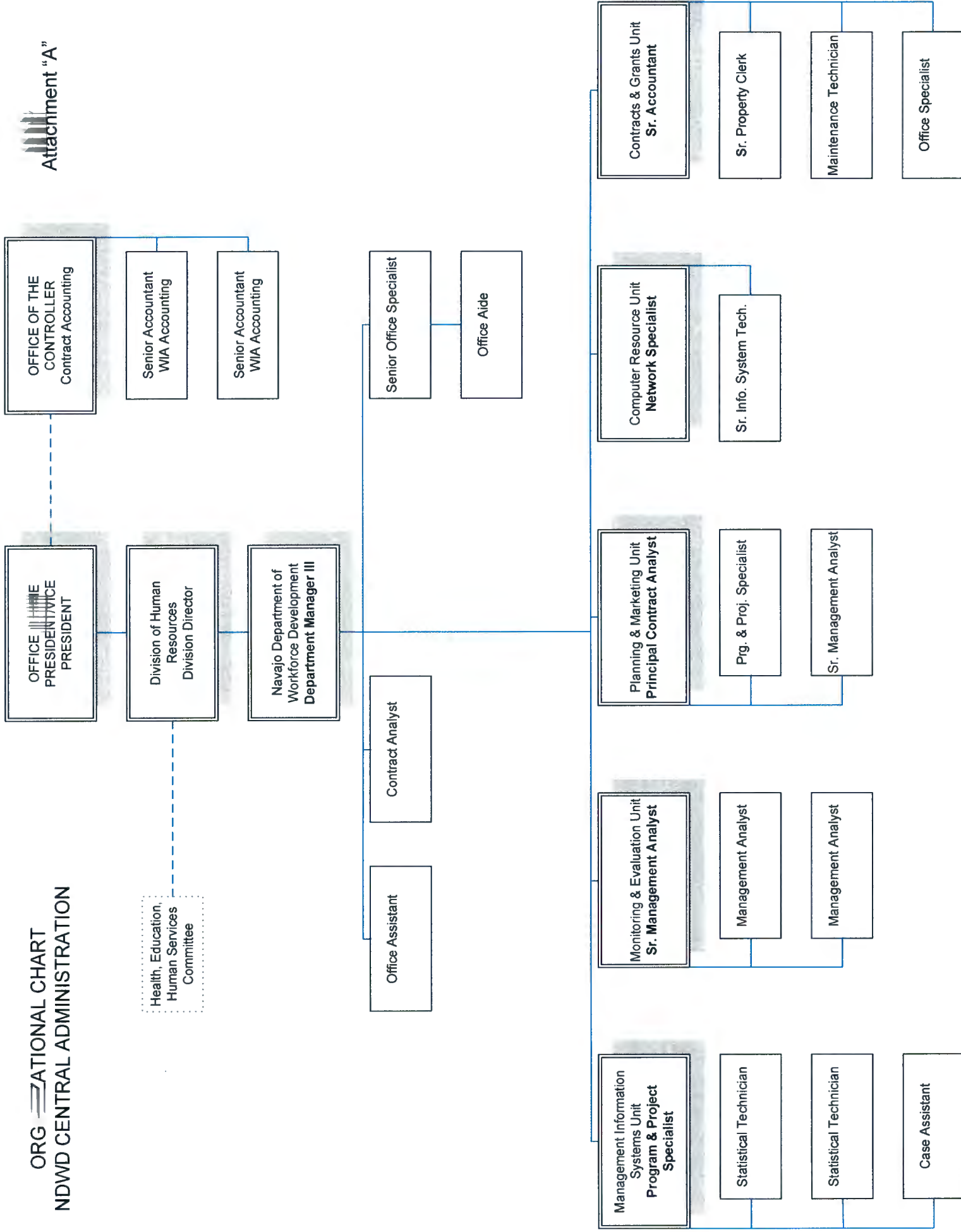
~~The Plan of Operation may be amended from time to time as deemed necessary by the Government Services Committee of the Navajo Nation Council upon recommendation of the Human Services Committee of the Navajo Nation Council.~~

The Plan of Operation may be amended by the Health, Education and Human Services Committee, upon recommendation by the Department Manager III and Division Director.

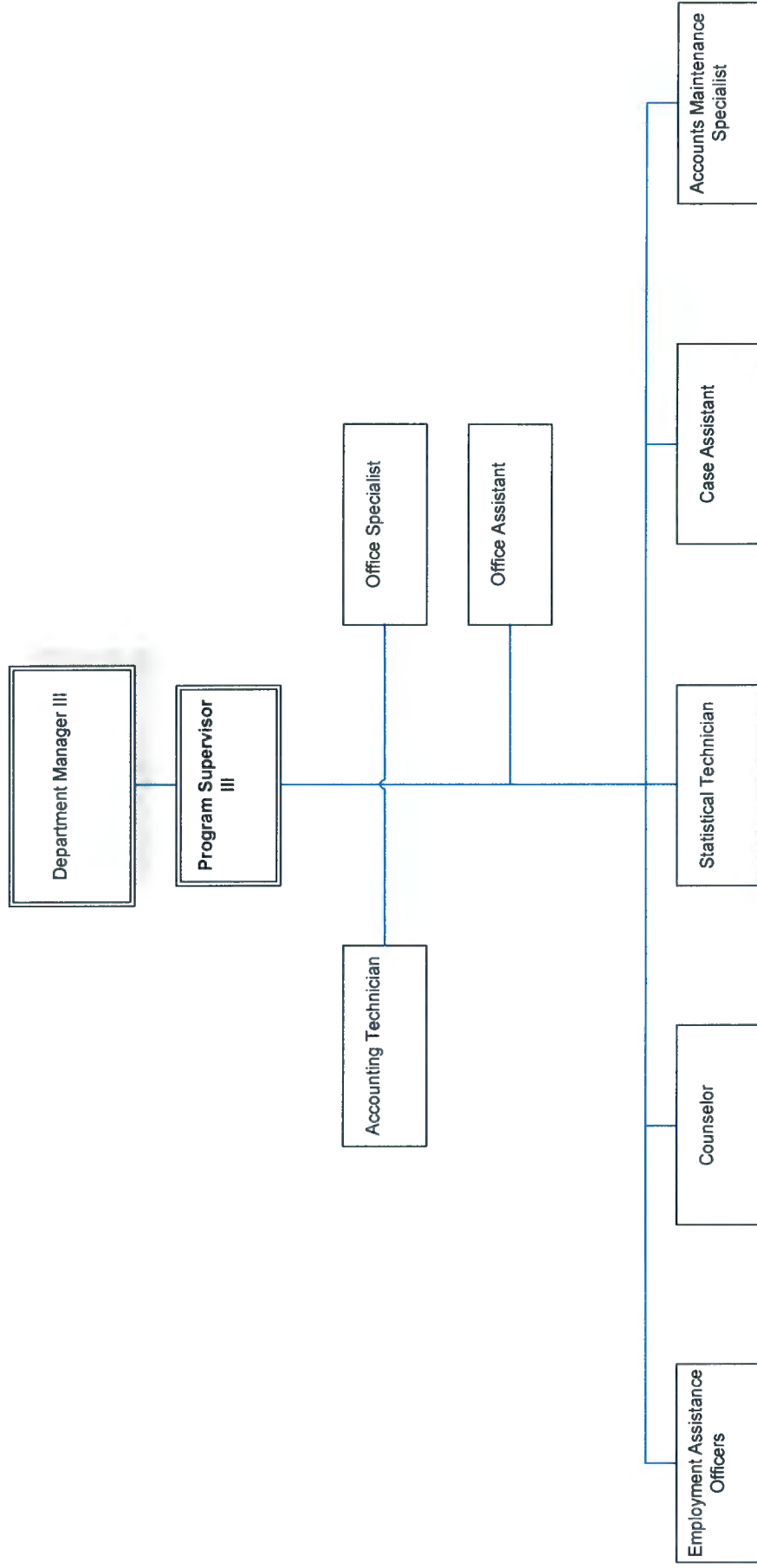


# ORGANIZATIONAL CHART NDWD CENTRAL ADMINISTRATION

Attachment "A"



ORGANIZATIONAL CHART  
NDWD WORKFORCE CENTERS





# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ	
2/17/17	4:31 pm
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #: 007393#2	
SAS #:	
UNIT: HSCU	

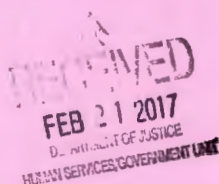
RESUBMITTAL

1/25/17

\*\*\* FOR NNDNJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE			
DATE OF REQUEST: 2-17-17		ENTITY/DIVISION: HUMAN RESOURCES	
CONTACT NAME: Roselyn Shirley		DEPARTMENT: NAVAJO DEPT OF WORK FORCE DEV.	
PHONE NUMBER: 928-871-7721		E-MAIL: rshirley@NDWD.org	
TITLE OF DOCUMENT: NDWD Revised Plan of Operation			
DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 2/21/17 @ 8:00		REVIEWING ATTORNEY/ADVOCATE: CE	
DATE/TIME OUT OF UNIT: 2/23/17 @ 3:12 pm			
DOJ ATTORNEY / ADVOCATE COMMENTS			
legally sufficient			
REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Cherie Espinoza	2/23/17 9:42 am	Kandis Martinez	2/23/17 10:46 am
DOJ Secretary Called: Charmaine		for Document Pick Up on 2/23/17 at 3:12 pm By: ob	
PICKED UP BY: (PRINT) ROSELYN SHIRLEY		DATE / TIME: 2-24-17 9:25 am	

NNDNJ/DRRF-July 2013



Document No. 007393Date Issued: 01/13/2017**EXECUTIVE OFFICIAL REVIEW**Title of Document: NDWD Revised Plan of Operation Contact Name: SHIRLEY, ROSELYN H.Program/Division: DIVISION OF HUMAN RESOURCESEmail: rshirley@ndwd.org Phone Number: 928-871-7721☐ **Business Site Lease** Sufficient    Insufficient

1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review)			
3. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

1. Office of Management and Budget: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Navajo Housing Authority Request for Release of Funds**

1. NNEPA: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Lease Purchase Agreements**

1. Office of the Controller: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(recommendation only)			
2. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Grant Applications**

1. Office of Management and Budget: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☒ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

1. Division: _____	Date: <u>1/13/17</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General: _____	Date: <u>2/2/17</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☐ **Relinquishment of Navajo Membership**

1. Land Department: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Elections: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>



☐ **Land Withdrawal or Relinquishment for Commercial Purposes**

Sufficient    Insufficient

1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
6. DNR \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
7. DOJ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Rights of Way**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
6. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
7. OPVP \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

1. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. OPVP \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Assignment of Mineral Lease**

1. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. DNR \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. DOJ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
6. DNR \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
7. DOJ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
8. OPVP \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **OTHER:**

1. \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐





# Navajo Department of Workforce Development

Post Office Box 1889

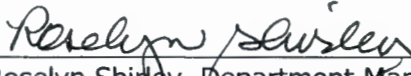
Window Rock, Arizona 86515

Telephone: (928) 871-7707 Fax (928) 871-7116

## **MEMORANDUM**

(16-NDWD-105)

TO : Cherie Espinosa, Attorney  
Office of the Attorney General  
Navajo Nation Department of Justice

FROM :   
Roselyn Shirley, Department Manager III  
Navajo Department of Workforce Development

DATE : February 17, 2017

SUBJECT : **RESPONSE – Revisions/Comments for Document No. 007393**

RE : Navajo Department of Workforce Development Plan of Operation

Thank you for your review and feedback for the subject documents being processed to revise an update the Plan of Operation for Navajo Department of Workforce Development. This is my first time working on this important document.

The following are my responses for all the items you outlined:

1. Section I. Establishment: Section I is revised with your comments.
2. Section II. Purpose: Section II is revised with your comments.
3. Section III. Personnel and Organization: Deleted in the first paragraph "of the Navajo Nation." For the second paragraph, I changed this back to the language in the original Plan..."is authorized to employ professional, technical, and clerical staff..."
4. Section III.B.: Section III.B. is revised with your comments.
5. Section IV. Responsibilities and Authorities: Changes were made to all verbs and added "ing".
6. Section VI. Amendments: Section VI is revised with your comments.

I'm submitting the revised Plan of Operation with your recommended changes and I responded to your question on Section III. Please let me know of any more questions or information you can provide to me. I can be contacted at telephone number (928) 871-7721. Thank you for your assistance.

Attachment

cc: Plan of Op (Work Folder)




**NAVAJO NATION DEPARTMENT OF JUSTICE**  
**OFFICE OF THE ATTORNEY GENERAL**

ETHEL B. BRANCH  
ATTORNEY GENERAL

RODGERICK T. BEGAY  
DEPUTY ATTORNEY GENERAL

**MEMORANDUM**

TO: Roselyn Shirley, Department Manager III  
Department of Workforce Development, DHR

FROM:   
Cherie Espinosa, Attorney  
Human Services & Government Unit, NNDOJ

DATE: February 2, 2017

RE: **Document No. 007393 – Plan of Operation**

I have reviewed the proposed amendments to your department's plan of operation and have the following recommendations:

1. Section I. Establishment. "The Navajo Department of Workforce Development (Department) is hereby established as a department within the Division of Human Resources – Executive Branch of the Navajo Nation."
2. Section II. Purpose. "The Department will administer...in accordance with Navajo Nation laws, policies, procedures and authorized grant plans..."
3. Section III. Personnel and Organization. A. delete "of the Navajo Nation." Second paragraph redraft "The Department Manager III is authorized to recommend employment of professional, technical, and clerical personnel as needed to carry out the Department's organizational purpose(s)..." Also it is unclear why your position would only recommend employment. Who has final hiring decisions for your department? Typically it would be your position.
4. Section III. B. "The organizational charts for the Department are incorporated as "Attachment A."
5. Section IV. Responsibilities and Authorities. Throughout this section I recommend that the verbs be changed to add "ing" throughout to make the sections grammatically correct. For example "Developing grant applications and department/program strategic plans."
6. Section VI. Amendments. "The Plan of Operation may be amended by the Health, Education and Human Services Committee, upon recommendation by the Department Manager III and Division Director."

If you have any questions regarding this memorandum, please contact me at extension 6936 or through my electronic mail address [cespinosa@nnoj.org](mailto:cespinosa@nnoj.org).

CE/cb.46



# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ
01-25-17 247pm
DATE / TIME
<input type="checkbox"/> 7 Day Deadline
DOC #: 007393
SAS #:
UNIT: H59m

☐ RESUBMITTAL

\*\*\* FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE			
DATE OF REQUEST: 1/25/17		ENTITY/DIVISION: Human Resources	
CONTACT NAME: Roselyn Shirley		DEPARTMENT: Workforce Dev	
PHONE NUMBER: 871-7721		E-MAIL: rshirley@ndwd.org	
TITLE OF DOCUMENT: NOWD Revised Plan of operation			
DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 1/25/17 @ 330 pm		REVIEWING ATTORNEY/ADVOCATE: CE	
DATE/TIME OUT OF UNIT: 2/2/17 1:50 pm			
DOJ ATTORNEY / ADVOCATE COMMENTS			
not legally sufficient see attached memo			
REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Cherie Espinoza	2/2/17 11:02am	Kandis Martinez	2/2/17 11:03am
DOJ Secretary Called: Theresa		for Document Pick Up on 1:47 at 2/2/17 By: CB	
PICKED UP BY: (PRINT)		DATE / TIME:	

NNDJ/DRRF-July 2013

RECEIVED  
JAN 25 2017