



Memorandum

December 5, 2025

To : All Customers:
Navajo Nation Branches, Departments,
Chapters and Programs

From : 
Serina Jesus, Administrative Assistant
Office Supply Center, Office of the Controller

Subject : **Temporary Closure of Office Supply Center
January 1-8, 2026**

Office Supply Center will be closed, due to Quarterly Physical Inventory count. This is to update the FMIS with the actual counts of stocked items.

Therefore, the Office Supply Center will be closed from 8:00am, Thursday, January 01, 2026, to 5:00pm, Thursday, January 08, 2026. These days are crucial to accurately determine true office supply inventory. Supplies that are filled and completed can be picked up during the week.

Should you have any questions, please call me at extension 928-729-4103, or call Myron Tsosie, Senior Property Clerk, at 928-729-4000.

CONCURRENCE:


Myron S. Tsosie, Senior Property Clerk
Property Management/Supply Center/OOC




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

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MEMORANDUM

TO: Myron S. Tsosie, Senior Property Clerk
Property Management Department
Office of the Controller

FROM:  11/25/2025 | 3:15 PM MST
Sean McCabe CPA, Controller
Office of the Controller

DATE: November 21, 2025

SUBJECT: **Delegation of Authority**

This memorandum formally designates you as the Delegated Program Manager I of the Property Management Department, effective immediately, allowing you to assume the day-to-day management responsibilities previously held by Ms. Darlene James. You will report directly to myself or the Assistant Controller on all key departmental decisions and performance updates. This delegation shall remain in effect until rescinded, revised, or the hiring of a Program Manager I.

We are confident in your abilities and leadership potential, and we look forward to your contributions in this new role. Please do not hesitate to reach out if you have any questions regarding your responsibilities.

ACKNOWLEDGEMENT:


Myron S. Tsosie, Senior Property Clerk
Office of the Controller | Property Management