



MEMORANDUM

TO: Council Delegates and All Eligible Regular/Seasonal Status Employees

FROM: Navajo Nation Employee Benefits Program  
Insurance Services Department  
DIVISION OF GENERAL SERVICES

DATE: September 30, 2009

SUBJECT: **OPEN ENROLLMENT - October 1, 2009 through November 30, 2009**

The annual Open Enrollment period begins October and will continue through the month of November for health and life insurance coverage.

If coverage is elected and approved for added dependents during the Open Enrollment period, the dependents will be covered under the Navajo Nation Employee Benefit Plan and Mutual of Omaha effective January 1, 2010.

Please take advantage of this opportunity to add eligible dependents for health and life coverage. Open Enrollment is to enroll dependents that were not enrolled within 31 days after the dependent may have become eligible for coverage. In addition to adding eligible dependents, this is your opportunity to update information such as current mailing address, designation of beneficiary (ies), or deletion of ineligible dependents.

The Plan may require proof of documents such as the covered employee's income tax form, court order documents, legal adoption documents, legal guardianship documents, marriage license, birth certificate, or Social Security number card for purposes of coverage under the Plan, the spouse or child qualifies as a dependent under the employee's coverage. It is the employee's responsibility to furnish proof acceptable to the Plan. Failure to submit satisfactory proof within specified time limits will result in a loss of eligibility, coverage, and benefits.

Get all your questions answered by our knowledgeable staff at the locations designated. We will be available throughout the months of October and November at centralized sites listed. Benefit orientation will also be available at all locations; we welcome you, your staff and eligible dependents to attend. Thank you.

cc: File  
Jefferson Tsosie, Insurance Services Department Manager  
Virgil Brown, Division of General Services Director



# OPEN ENROLLMENT 2009

## NAVAJO NATION EMPLOYEE BENEFIT PLAN

COUNCIL DELEGATES

NAVAJO NATION

EMPLOYEES

HEAD START EMPLOYEES

REGULAR STATUS &

SEASONAL

### OCTOBER SCHEDULE

October 5, 2009	Chinle Chapter House	10:00 AM to 3:00 PM
October 5, 2009	Shiprock Chapter House	9:00 AM to 3:00 PM
October 6, 2009	Nageezi Chapter House	10:00 AM to 2:00 PM
October 6, 2009	Aneth Chapter House	9:00 AM to Noon
October 6, 2009	TeeNosPos Chapter House	1:30 PM to 4:00 PM
October 7, 2009	Crownpoint Chapter House	10:00 AM to 2:00 PM
October 7, 2009	Pinon Chapter House	10:00 AM to 2:00 PM
October 8, 2009	Leupp Chapter House	9:00 AM to 12:00 PM
October 8, 2009	Dilcon Behavioral Health	1:15 PM to 3:30 PM
October 9, 2009	Alamo Chapter House	9:00 AM to 3:00 PM
October 12, 2009	Tohajiilee Judicial Mtg Room	10:00 AM to 3:00 PM
October 13, 2009	Ramah Chapter House	9:00 AM to 3:00 PM
October 15, 2009	Tohatchi Chapter House	9:00 AM to 3:00 PM
October 20, 2009	Cameron Chapter House	9:00 AM to 4:00 PM
October 21, 2009	DBHS/Kaibeto Sub-Office	
	Conference Room	9:00 AM to 4:00 PM
October 22, 2009	Kayenta Chapter House	9:00 AM to 4:00 PM
October 29, 2009	Thoreau Chapter House	10:00 AM to 2:00 PM



### NOVEMBER SCHEDULE



November 4, 2009	WR-NN Museum	9:00 AM to 4:00 PM
November 5, 2009	Jeddito Chapter House	10:00 AM to 2:00 PM
November 6, 2009	Lukachukai Chapter House	10:00 AM to 2:00 PM
November 10, 2009	Two Grey Hills Chapter House	9:00 AM to 4:00 PM
November 12, 2009	Pueblo Pintado Chapter House	9:00 AM to 4:00 PM
November 17, 2009	Gallup-Catholic Indian Center	9:00 AM to 4:00 PM
November 18, 2009	Tuba City BIA Conference Room	9:00 AM to 3:00 PM
November 19, 2009	Low Mountain Chapter House	10:00 AM to 3:00 PM
November 20, 2009	Nahatadzil Chapter House	9:30 AM to 3:30 PM