

LEGISLATIVE SUMMARY SHEET

Tracking No. 0241-17

DATE: June 28, 2017

SUBJECT AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AMENDMENTS TO THE PLAN OF OPERATION POLICY AND PROCEDURES FOR THE NAVAJO TELECOMMUNICATIONS AND UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES

PURPOSE: The purpose of this legislation is to approve the amendments to the Plan of Operation Policy and Procedures for the Navajo Telecommunications and Utilities Department.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate review the proposed resolution in detail.

5-DAY BILL HOLD PERIOD: 3:42pm 7/3/17
Website Posting Time/Date: 7/8/17
Posting End Date: 7/9/17
Eligible for Action: 7/9/17

PROPOSED NAVAJO NATION COMMITTEE RESOLUTION
23rd NAVAJO NATION COUNCIL -- Third Year, 2017

INTRODUCED BY


(Prime Sponsor)

TRACKING NO. 0241-17

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;
APPROVING AMENDMENTS TO THE PLAN OF OPERATION FOR THE NAVAJO
TELECOMMUNICATIONS AND UTILITIES DEPARTMENT WITHIN THE
DIVISION OF GENERAL SERVICES

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 General 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

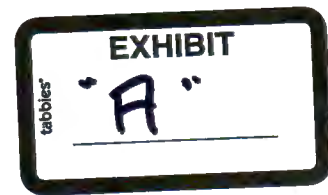
- A. The Navajo Nation Telecommunications and Utilities Department (NNTU) within the Division of General Services provides access to essential telecommunications and utility service for the Navajo Nation government.
- B. The Navajo Nation Division of General Services, Telecommunications and Utilities Department has proposed amending its plan of operation. See Exhibit "A".
- C. The proposed amendments to the Plan of Operation for the NNTU have been reviewed by the necessary parties and found legally sufficient. See Exhibit "B".

1 D. The Health, Education and Human Services Committee of the Navajo Nation Council
2 last approved amendments to the NNTU Plan of Operation through Resolution
3 HEHSC-15-15. See Exhibit "C".

4 C. The Navajo Nation finds it in the best interest of the Navajo People to approve the
5 proposed amendments to the Navajo Nation Division of General Services,
6 Telecommunications and Utilities Department Plan of Operation as found at Exhibit "A".
7

8 **SECTION THREE. APPROVAL**

9 The Health, Education and Human Services Committee hereby approves the proposed
10 amendments to the Navajo Nation Division of General Services, Telecommunications and
11 Utilities Department Plan of Operations as found at Exhibit "A".
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**Navajo Nation ~~Telecommunication & Utilities~~
Telecommunication Service Policy & Procedures**

Authority: Pursuant to Government Service Resolution GSCAU-27-09/AHEHSC-15-15, the purpose of the Navajo Nation Telecommunication & Utilities (NNTU) department is to plan, administer and manage the telecommunication and utilities activities for the Navajo Nation.

Purpose: NNTU seeks to provide telecommunication services to the Navajo Nation government offices in a cost effective manner and to ensure telecommunication services are utilized for critical communication and to lessen telephone abuse by users and over the service providers.

Policy: All Navajo Nation departments/programs shall request for telecommunication services through the Navajo Nation Telecommunication & Utilities (NNTU) department. All departments/programs shall utilize telecommunication services in the performance of their business. NNTU will not be responsible for telephone abuses which are considered excessive costs.

Definitions:

Telecommunication services – Transmitting voice and data communication services over wireless and data line connectivity. Examples: Telephone, fax, internet, etc.

Telecommunication equipment – Hardware necessary to install telecommunication services. Examples: Telephone sets, modem, cabling, etc.

~~Centrex – A business communications system that provides direct dialing capability and calling features that provides switching at the central office instead of at the customer's office.~~

~~Key system – A key system or key telephone system is a multi-line telephone system typically used in small office environments.~~

Procedures:

1. All telecommunication services shall be requested to NNTU through the completion of the following required NNTU form(s); ~~as needed:~~
 - a. ~~Telephone Service Request Form (Attachment A)~~
 - b. ~~Data Circuit Service Request Form (Attachment B) for voice and data circuit services.~~
2. Departments shall budget for telecommunication expenses as stipulated by the Navajo Nation Budget Instructions ~~and Policies Manual~~ approved by the Budget & Finance Committee.
3. NNTU shall receive all Navajo Nation departments/programs telecommunication invoices and process payment. All telecommunication costs will be handled as follows:

Final copy

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- a. Costs associated with installation, repair and equipment will be the responsibility of the department and will be charged to department's funding.
 - b. Monthly recurring basic service costs for ~~Centrex~~ telephone lines for prefix number 810 and 871 will be ~~the responsibility of~~ charged to NNTU's funding. All other prefixes will be charged to department's funding.
 - c. ~~Monthly recurring cost for Centrex telephone lines not listed in item b. will be the responsibility of each applicable department.~~
 - d. ~~Monthly recurring costs for non-Centrex telephone lines shall be the responsibility of the department and item b will not apply.~~
 - e. c. All costs associated with data circuit services (i.e. T-1, DSL, Internet Dial-up, DS-3, Metro Ethernet and other data circuit services types) shall be the responsibility of the department.
4. The Navajo Nation procures long distance services through their designated General Services Administration (GSA) service provider. All Navajo Nation long distance costs are budgeted under the Telecommunications Fixed Cost funding.
 - a. NNTU will periodically review call detail for abuse and will follow up with department for corrective action.
 - b. All rRequest for call detail information shall be in writing.
5. NNTU shall be included in the procurement of all telecommunication equipment and services for the Navajo Nation.
 - a. All procurement shall be in accordance with the Navajo Nation procurement regulations and laws.
 - b. NNTU shall approve all department/program telecommunication equipment and services procurement.
 - c. NNTU shall provide technical assistance in acquiring standardized telecommunications equipment.
6. NNTU, in conjunction with departments, will be responsible for annual inventory of telecommunication service lines.
 - a. NNTU is responsible for maintaining a complete inventory of all Navajo Nation telecommunication service including development of process.
 - b. Each quarter, NNTU will conduct inventory with each office.
 - c. Non-response by office will result in non-processing of telecommunication service request(s) until response is received. lines with the following information:
 - i. ~~Division, department or program~~
 - ii. ~~Business unit number~~
 - iii. ~~Funding period~~
 - iv. ~~Type of lines (i.e. Voice and Data Circuit)~~
 - v. ~~Physical location~~

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- b. Each department is responsible for ensuring their telecommunication lines are being utilized and will report any unused services for proper action.
- 7. NNTU will ensure the proper usage and care of telecommunications equipment.
 - a. All departments shall utilize telecommunications equipment for Navajo Nation business only.
 - b. All telecommunications equipment shall be kept in good working condition by employees.
 - c. Any costs associated with the misuse and abuse of equipment shall be the responsibility of the employee.
 - d. Obsolete and irreparable equipment shall be returned to NNTU for proper disposal.
- 8. All equipment and operation of telecommunications equipment is subject to the rules and regulations of the Federal Communications Commission (FCC). For additional information, visit the FCC website: <http://www.fcc.gov>.
- 9. All Navajo Nation employees shall abide by the following in the use of telecommunication service:
 - a. Collect calls: Shall not accept collect calls.
 - b. Personal call: Discouraged from making personal calls.
 - c. Directory Assistance: For free service, dial 9-1-800-FREE-411. Use of other services is costly and prohibited.
 - d. Third party calls: NNTU will not permit third party calls to any Navajo Nation telephones.
 - e. Long distance calls: Personal long distance calls are not permitted to be placed from Navajo Nation telephones.
 - f. 900 Calls: The Navajo Nation absolutely disallows calls to 9-1-900-XXX-XXXX and/or other similar numbers. Any individual(s) or tribal department making these types of calls shall be subject to disciplinary action and/or criminal prosecution.
 - g. Voice mail: Navajo Nation employees should not abuse the option of message services (voice mail) and must be kept to a minimum during office hours when it is necessary. All employees are responsible for answering the office telephones during working hours.
 - h. Telemarketing calls: All Navajo Nation employees shall not accept services from telemarketers for telecommunication services (i.e. voice messaging services, internet services, website hosting, etc.)
 - i. Emergency 9-1-1 calls: ~~For Centrex telephone lines, Dial~~ 9+911 for Police, Fire, EMS in case of emergency. For all other telephone lines contact your service provider and/or vendor.
 - j. Harassing calls: If you receive harassing or threatening phone calls, notify your immediate supervisor and report the incident to the local law enforcement agency.

10. All supervisors shall ensure their employees comply with the Telecommunication Service Policy and Procedures. The employee will be responsible for all costs associated with non-compliance.
11. All non-compliance issues will be addressed to the program, department, or division head and the Office of Auditor General. Failure to address non-compliance may result in termination of services.
12. Clarification to the Telecommunication Service Policy and Procedures
The NNTU department may issue whatever additional directives and memoranda deemed necessary to clarify the intent of this policy and procedures.
13. Amendment to the Telecommunication Service Policy and Procedures
The policy and procedures may be amended when necessary with the approval of the Health, Education, and Human Government Services Committee.

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Document No. 006811Date Issued: 09/27/2016**EXECUTIVE OFFICIAL REVIEW****EXHIBIT**

tabbies®

BTitle of Document: Amendments to NNTU Telecomm Service
P&PContact Name: Barbara YazzieProgram/Division: DIVISION OF GENERAL SERVICESEmail: byazi@navajo-nsn.govPhone Number: 9288717740☐ **Business Site Lease**

Sufficient Insufficient

- | | | | | |
|---|-------|-------------|--------------------------|--------------------------|
| 1. Division: | _____ | Date: _____ | ☐ | ☐ |
| 2. Office of the Controller: | _____ | Date: _____ | ☐ | ☐ |
| (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: _____ | ☐ | ☐ |

☐ **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: _____ | ☐ | ☐ |
| 2. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

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

- | | | | | |
|-------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: | _____ | Date: _____ | ☐ | ☐ |
| 2. Office of the Controller: | _____ | Date: _____ | ☐ | ☐ |
| 3. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

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

- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. NNEPA: | _____ | Date: _____ | ☐ | ☐ |
| 2. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

☐ **Lease Purchase Agreements**

- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of the Controller: | _____ | Date: _____ | ☐ | ☐ |
| (recommendation only) | | | | |
| 2. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

☐ **Grant Applications**

- | | | | | |
|-------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: | _____ | Date: _____ | ☐ | ☐ |
| 2. Office of the Controller: | _____ | Date: _____ | ☐ | ☐ |
| 3. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

☐ **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: _____ | ☐ | ☐ |
| 2. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

☐ **Relinquishment of Navajo Membership**

- | | | | | |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Land Department: | _____ | Date: _____ | ☐ | ☐ |
| 2. Elections: | _____ | Date: _____ | ☐ | ☐ |
| 3. Office of the Attorney General: | _____ | Date: _____ | ☐ | ☐ |

☐ **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. Amendments to Telecom P&P _____ Date: 9-28-16 ☒ ☐
2. OMB _____ Date: 10-7-16 ☒ ☐
3. DOJ _____ Date: 11-16-16 ☒ ☐
4. ~~Legislative Services~~ _____ Date: _____ ☐ ☐
5. _____ Date: _____ ☐ ☐



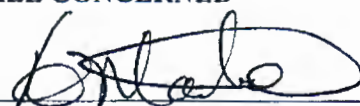
NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

ETHEL B. BRANCH
ATTORNEY GENERAL

RODGERICK BEGAY
ACTING DEPUTY ATTORNEY GENERAL

MEMORANDUM

TO: **ALL CONCERNED**

FROM: 

Kandis Martine, Assistant Attorney General
Human Services & Government Unit
Office of the Attorney General/ NNDOJ

DATE: October 13, 2016

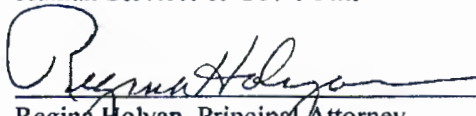
SUBJECT: **Standing Delegation of Authority**

Please be advised that the personnel listed below, in order of succession, are delegated authority to act in the capacity of the Assistant Attorney General, Human Services and Government Unit, during my absence from time to time because of travel or leave, from the office. Also, the personnel listed below, in order of succession, will have surname authority for Unit matters during my absence.

This authorized delegation will include all routine duties of the Assistant Attorney General, Human Services & Government Unit. Any matters regarding personnel issues will be held for my review/decision upon my return to the office. This Standing Delegation of Authority supersedes all previous Unit delegations. Thank you for your cooperation.

ADMINISTRATIVE REVIEW:

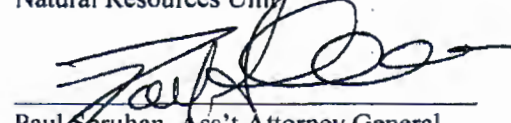

Cherie Espinosa, Principal Attorney
Human Services & Gov't Unit

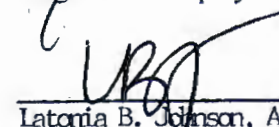

Regina Halyan, Principal Attorney
Human Services & Gov't Unit


Michelle Begay, Senior Attorney
Human Services & Gov't Unit

SURNAME AUTHORITY:


Veronica Blackhat, Ass't Attorney General
Natural Resources Unit


Paul Spruhan, Ass't Attorney General
Litigation & Employment Unit


Latoria B. Johnson, Ass't Attorney General
Economic & Community Development Unit



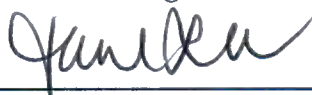
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

April 28, 2017

MEMORANDUM

TO: Dominic Beyal, Executive Director
Office of Management & Budget

FROM: 

Pearl Lee, Program Manager I
NN Telecommunications & Utilities (NNTU)

SUBJECT: Document#006811

Dbeyal
5/2/17

In response to Memorandum from Ancita Largo, Senior Management Analyst dated October 07, 2016, the two noted items have been corrected and addressed. Corrected copy attached.

Please review for surname and sufficiency. If you have any questions, please contact me directly at (928) 871-7613.

xc: chronofile (dbeyalDoc006811)

NNTU

Navajo Nation Telecommunication & Utilities

Morgan Blvd. Bldg. #2528 ~ P.O. Box 2928 Window Rock, Arizona 86515

Office: 928.871.7740 ~ Fax: 928.871.7741 ~ Website: www.nntu.navajo-nsn.gov



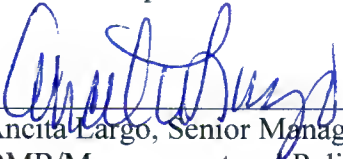
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

October 7, 2016

MEMORANDUM:

TO : Reviewers/Sponsors/NN Council Delegates

FROM : 
Ancita Largo, Senior Management Analyst
OMB/Management and Policy Section

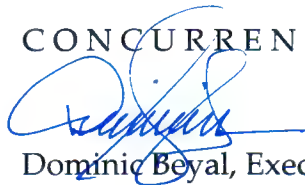
SUBJECT : Document # 006811

The Office of Management and Budget reviewed above subject Section 164 Document according to 12 N.N.C. § 820 (M) and the following are noted on the DGS/NN Telecommunication & Utilities – Telecommunication Service Policy and Procedures:

1. Page 2, the Procedures Section 3. The letter "c" and "d" has the whole sections overstricken. Therefore, section "e" paragraph should be moved to "c" and overstrike "d" and "e".
2. In addition to paragraph 11 and 12, has additional spaces, which should be removed.

If you have any questions, please contact our office at 928-871-6046/6470.

CONCURRENCE:



Dominic Beyal, Executive Director
Office of Management and Budget

xc: OMB File





NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



DOJ	
10-07-16 @ 3:57p	
DATE / TIME	
☐ 7 Day Deadline	
DOC #:	006811
SAS #:	
UNIT:	Hsgu

☐ RESUBMITTAL

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

CLIENT TO COMPLETE

DATE OF REQUEST: 10/07/16 ENTITY/DIVISION: DGS
 CONTACT NAME: Barbara Gizzie DEPARTMENT: NNTU
 PHONE NUMBER: 871-7740 E-MAIL: _____

TITLE OF DOCUMENT: Amendments to ~~NNTU~~ NTU Telecomm
Service P&P

DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 10/7/16 @ 4:30pm REVIEWING ATTORNEY/ADVOCATE: CE

DATE/TIME OUT OF UNIT: 11/16/16 @ 9:48am

DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient

REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
<u>Chris Espinosa</u>	<u>11/16/16 9:50a</u>	<u>Vernice Blackhart</u>	<u>11/16/16 9:24a</u>

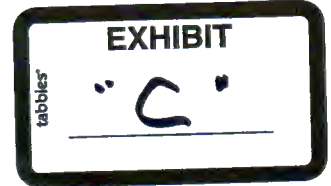
DOJ Secretary Called: Elfreida for Document Pick Up on 11/16/16 at 9:46am By: ds

PICKED UP BY: (PRINT) _____ DATE / TIME: _____



RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

23RD NAVAJO NATION COUNCIL - First Year, 2015



AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AMENDMENTS TO THE PLAN OF OPERATION FOR THE NAVAJO NATION TELECOMMUNICATION & UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES

BE IT ENACTED:

SECTION ONE. FINDINGS

- A. The Health, Education and Human Services Committee (HEHSC) is established as a standing committee of the Navajo Nation Council with oversight committee for the Division of General Services. 2 N.N.C. § 400(A); 2 N.N.C. § 401(C)(1).
- B. The Navajo Nation Telecommunication & Utilities (NNTU) department under the Division of General Services provides access to essential telecommunication and utilities service for the Navajo Nation government.
- C. Pursuant to the Plan of Operation previously adopted, amendments to the NNTU Plan of Operation may be approved by the Government Services Committee of the Navajo Nation Council in accordance with what was previously 2 N.N.C. § 343(B)(2). See GSCAU-27-09 attached as Exhibit A.
- D. On May 11, 2011, the Navajo Nation abolished the powers given to the Government Services Committee [CAP-10-11], specifically 2 N.N.C. § 343(B)(2).
- E. References in the Navajo Nation Code and other official documents to the Government Services Committee shall mean the Naabik'iyati' Committee unless the amendments enacted herein [CJA-03-13] or the context of previous law indicates otherwise. See CJA-03-13 at Section 5.
- F. Currently, the law indicates that the HEHSC may amend the Plan of Operation for NNTU as HEHSC was granted oversight over the Division of General Services to review, recommend or propose the adoption, amendment or rescission of its Plan of Operation. 2 N.N.C. § 401(C)(1).

- G. Amongst the changes to the Plan of Operation for NNTU, some of the proposed amendments clarify that HEHSC is the legislative oversight committee and may amend the Plan of Operation if need be in the future.
- H. The amended Plan of Operation for NNTU is attached as Exhibit B.

SECTION TWO. APPROVING AMENDMENTS TO THE PLAN OF OPERATION FOR THE NAVAJO NATION TELECOMMUNICATION & UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES

The Navajo Nation hereby approves the amended Plan of Operation for the Navajo Nation Telecommunications & Utilities Department within the Division of General Services attached as Exhibit B.

C E R T I F I C A T I O N

I hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Fort Defiance, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 3 in favor and 0 opposed, this 11th day of September 2015.



Honorable Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee

Main Motion

Motioned: Honorable Amber Kanazbah Crotty
Seconded: Honorable Nathaniel Brown
Vice-Chairperson not voting



GSCAU-27-09\A

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

21st NAVAJO NATION COUNCIL – Third Year, 2009

AN ACTION

**Relating to Government Services; Amending the Plan of Operation for the Navajo
Nation Telecommunication & Utilities Department; and repealing the Plan of
Operation for the Enhanced 911 Office Effective October 1, 2009, In recognition of
the Transition of Rural Addressing and 911 Emergency Communication
Responsibilities to the Division of Community Development and Division of Public
Safety, Respectively**

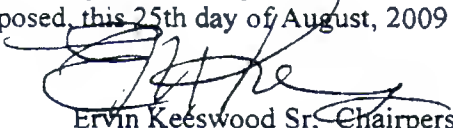
BE IT ENACTED;

1. The Navajo Nation finds that the Navajo Nation Telecommunications & Utilities Department and E-911 Task Force have fulfilled the directive issued by Resolution GSCJA-09-03 to "...research and coordinate with the necessary Divisions and Offices to recommend the most efficient and effective emergency 911 system to be established with the Navajo Nation," by researching and coordinating rural addressing and other 911 emergency communication responsibilities with the Division of Community Development and Division of Public Safety.
2. The Navajo Nation hereby recognizes the transition of rural addressing and 911 emergency communication responsibilities to the Division of Community Development by amendment to the Division of Community Development Plan of Operation by Resolution GSCO-27-08, and by proposed plan of operation amendments still pending for the Division of Public Safety.
3. The Navajo Nation hereby amends the Plan of Operation for the Navajo Nation Telecommunication & Utilities Department, previously approved by Resolution GSCJN-23-07, to remove the E-911 Office from the Department's organizational chart effective October 1, 2009, as set forth in the attached Exhibit A.
4. The Navajo Nation hereby repeals and deletes the Plan of Operation for the Enhanced 911 Office within the Navajo Nation Telecommunication & Utilities Department in the Division of General Services, previously approved by Resolution GSCAU-36-07, effective October 1, 2009, as set forth in the attached Exhibit B.

5. The Navajo Nation hereby acknowledges the transfer of all four staff from the E-911 Office within the Navajo Nation Telecommunications & Utilities Department to the Division of Community Development, in accord with the transition authorized by this resolution, Resolution GSCAU-27-08 and the proposed Fiscal Year 2010 operating budget effective October 1, 2009

CERTIFICATION

I hereby certify 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 the same was passed by a vote of 5 in favor and 0 opposed, this 25th day of August, 2009



Ervin Keeswood Sr, Chairperson
Government Services Committee

Motion: Amos Johnson
Second: Charles Damon

**PLAN OF OPERATION FOR THE
NAVAJO NATION TELECOMMUNICATION & UTILITIES
DIVISION OF GENERAL SERVICES**



SECTION I. ESTABLISHMENT

The Navajo Nation Telecommunication & Utilities (NNTU) department is established as a department within the Division of General Services, Executive Branch of the Navajo Nation Government.

SECTION II. PURPOSE

The purpose of the Navajo Nation Telecommunication & Utilities department is to plan, administer, and manage for the telecommunications and utility activities for the Navajo Nation. To carry out the above purposes, the Navajo Nation Telecommunication & Utilities department shall provide a centralized telecommunication and utility management service as a department of the Division of General Services.

SECTION III. STAFFING AND ORGANIZATION

A. STAFFING

1. All personnel in the Navajo Nation Telecommunication & Utilities department shall be hired in accordance with the Navajo Nation Personnel Policies and Procedures Manual.
2. The Navajo Nation Telecommunication and Utilities department shall be administered by a Program Manager. The Program Manager shall supervise all administration personnel within the Navajo Nation Telecommunication and Utilities department. The Program Manager shall be supervised by the Executive Director of the Division of General Services.
3. The Program Manager is authorized to hire additional personnel to carry out the organizational duties and responsibilities contingent upon availability of funds.

B. ORGANIZATION

1. The organization chart of the Navajo Nation Telecommunication & Utilities department is displayed as Exhibit "A", incorporated herein by reference.
2. The Navajo Nation Telecommunication & Utilities department provides services from a central office located at Window Rock, Arizona.

SECTION IV. RESPONSIBILITY AND AUTHORITY

The Program Manager and staff of the Navajo Nation Telecommunication and Utilities department are hereby authorized and responsible to:

1. Formulate overall administrative and operating policies and procedures necessary for effective management of the department and other added program responsibilities.
2. Implement and enforce policies and procedures for the department's operations to ensure compliance with guidelines, rules regulations and requirements set by the funding sources and the Navajo Nation Government.

3. Assure accountability of tribal funds and resources, with guidelines, including the enforcement of and compliance with policies, rules, regulations and tribal laws.
4. Seek additional funding for program development, expansion, and improvements.
5. Periodically review fiscal allocations to ensure that expenditures are made according to planned programmatic activities and authorized budgets.
6. Procure telecommunications and utilities services for the Navajo Nation governmental departments and programs contingent upon the availability of funds.
7. Conduct annual audits of usage and inventories of equipment for telecommunications and utilities services to ensure proper accountability.
8. Negotiate with service providers to deliver quality of service at competitive rates.
9. Ensure the timely submission of service requests and subsequent resolution.
10. Ensure the timely review, analysis, and submission of invoices for payment to services providers.
11. Recommend cost saving measures to ensure the efficient use of resources.
12. Keeping abreast of emerging technologies through research and training.
13. Provide technical recommendations to the Navajo Nation relating to projects and issues.
14. Provide general training on equipment usage and services.
15. Provide basic directory assistance within the Navajo Nation government.
16. Conduct public service awareness campaigns on the Navajo Nation in partnership with other entities.

SECTION V. LEGISLATIVE OVERSIGHT

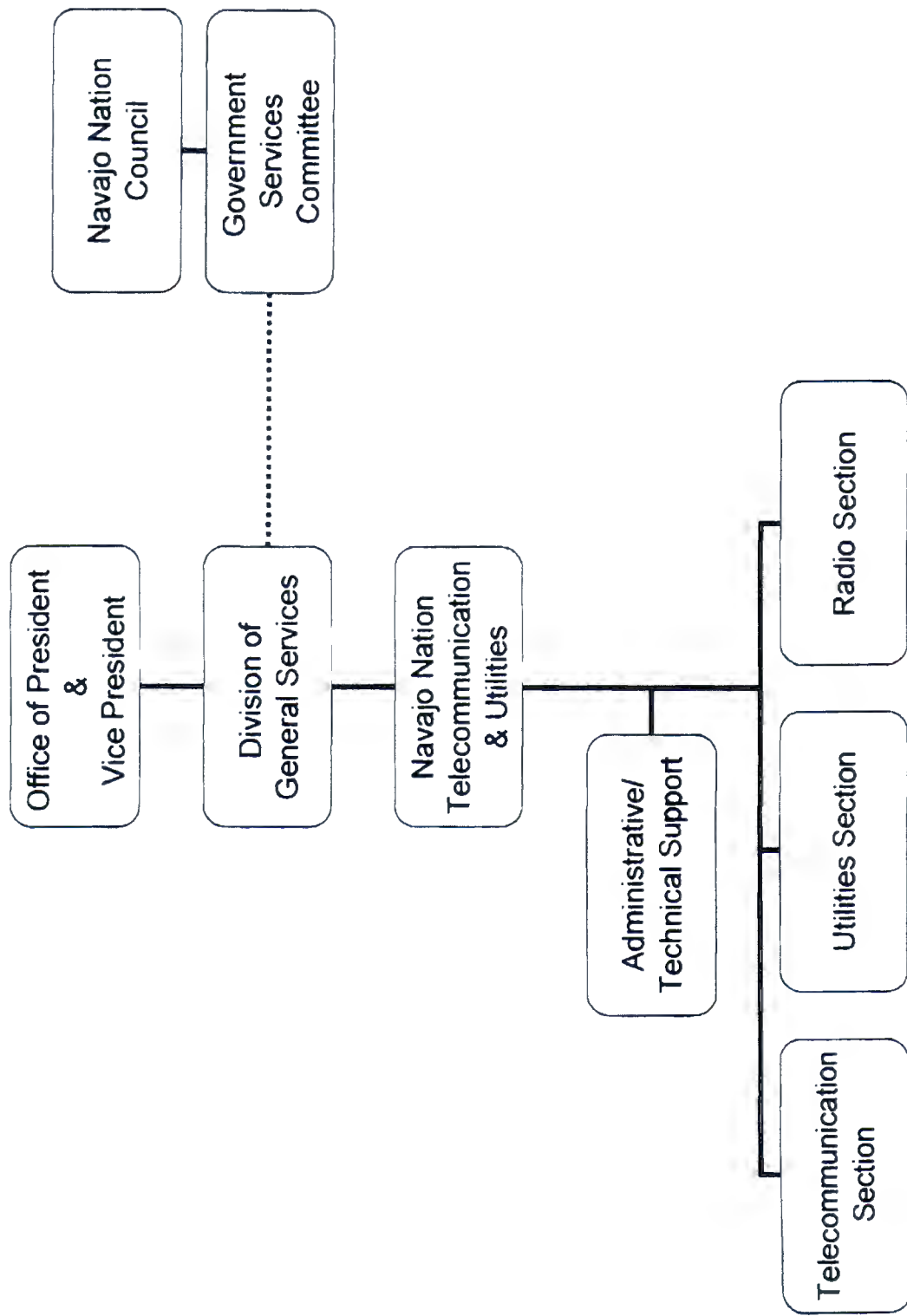
The Government Services Committee of the Navajo Nation Council is the oversight committee for the Division of General Services.

SECTION VI. AMENDMENTS

This plan of operation may be amended and approved by the Government Services Committee of the Navajo Nation Council.

Navajo Nation Telecommunication & Utilities (NNTU) Department

Organizational Chart



**PLAN OF OPERATION FOR THE
NAVAJO NATION TELECOMMUNICATION & UTILITIES
DIVISION OF GENERAL SERVICES**



SECTION I. ESTABLISHMENT

The Navajo Nation Telecommunication & Utilities (NNTU) department is established as a department within the Division of General Services, Executive Branch of the Navajo Nation Government.

SECTION II. PURPOSE

The purpose of the Navajo Nation Telecommunication & Utilities department is to plan, administer, and manage for the telecommunications and utility activities for the Navajo Nation. To carry out the above purposes, the Navajo Nation Telecommunication & Utilities department shall provide a centralized telecommunication and utility management service as a department of the Division of General Services.

SECTION III. STAFFING AND ORGANIZATION

A. STAFFING

1. All personnel in the Navajo Nation Telecommunication & Utilities department shall be hired in accordance with the Navajo Nation Personnel Policies and Procedures Manual.
2. The Navajo Nation Telecommunication and Utilities department shall be administered by a Program Manager. The Program Manager shall supervise all administrative personnel within the Navajo Nation Telecommunication and Utilities department. The Program Manager shall be supervised by the Executive Division Director of the Division of General Services.
3. The Program Manager is authorized to hire additional personnel to carry out the organizational duties and responsibilities contingent upon availability of funds.

B. ORGANIZATION

1. The organization chart of the Navajo Nation Telecommunication & Utilities department is displayed as Exhibit "A", incorporated herein by reference.
2. The Navajo Nation Telecommunication & Utilities department provides services from a central office and wireless service shop located at Window Rock, Arizona.

SECTION IV. RESPONSIBILITY AND AUTHORITY

The Program Manager and staff of the Navajo Nation Telecommunication and Utilities department are hereby authorized and responsible to:

1. Formulate overall administrative and operating policies and procedures necessary for effective management of the department and other added program responsibilities.
2. Implement and enforce policies and procedures for the department's operations to ensure compliance with guidelines, rules, regulations and requirements set by the funding sources and the Navajo Nation Government.

3. ~~As~~Ensure accountability of tribal funds and resources, with guidelines, including the enforcement of and compliance with policies, rules, regulations and tribal laws.
4. Seek additional funding for ~~program~~ department development, expansion, and improvements.
5. Periodically review fiscal allocations to ensure that expenditures are made according to planned ~~programmatic~~ departmental activities and authorized budgets.
6. Procure telecommunications and ~~utilities~~ services for the Navajo Nation governmental ~~departments and programs~~ offices contingent upon the availability of funds.
7. Conduct annual audits ~~on~~ usage and ~~inventoryies~~ of equipment for telecommunications and ~~utilityies~~ services to ensure proper accountability.
8. Negotiate with service providers to deliver quality of service at competitive rates.
9. Ensure the timely submission of service requests and subsequent completion and resolution.
10. Ensure the timely review, analysis, and submission of invoices for payment to services providers.
11. Recommend cost saving measures to ensure the efficient use of resources.
12. Keeping abreast of emerging technologies through research and training.
13. Provide technical recommendations to the Navajo Nation relating to telecommunication and utility projects and issues.
14. Provide general training on telecommunication equipment usage and services.
15. Provide basic telephone directory service ~~assistance within~~ for the Navajo Nation government.
16. Conduct public service awareness campaigns on the Navajo Nation in partnership with other entities.

SECTION V. LEGISLATIVE OVERSIGHT

The ~~Government~~ Health, Education, and Human Services Committee of the Navajo Nation Council is the oversight committee for the Division of General Services.

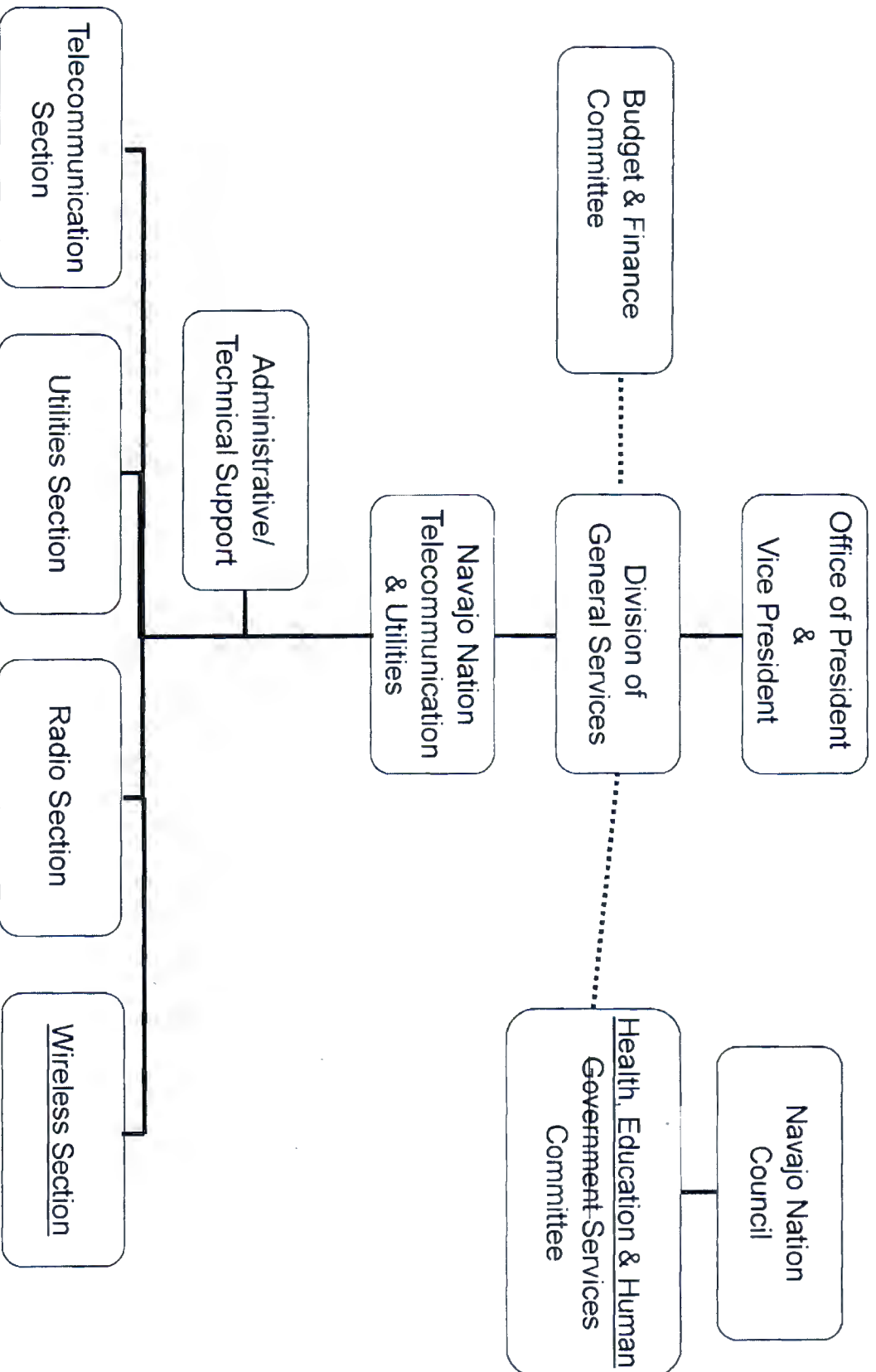
SECTION VI. AMENDMENTS

This plan of operation may be amended and approved by the ~~Government~~ Health, Education, and Human Services Committee of the Navajo Nation Council.

Exhibit A

Navajo Nation Telecommunication & Utilities (NNTU) Department

Organizational Chart





NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT
REVIEW
REQUEST
FORM

☐ RESUBMITTAL

DOJ
07/30/15 3:00 PM
TE / TIME
☐ Day Deadline
DOC #: 004463
SAS #:
UNIT: H596

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

CLIENT TO COMPLETE			
DATE OF REQUEST: 7/30/15	ENTITY/DIVISION: DGS		
CONTACT NAME: Pearl Lee	DEPARTMENT: NNTUA		
PHONE NUMBER: 871-7740	E-MAIL:		
TITLE OF DOCUMENT: Plan of Operation - EOR Form			
#77 DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 7/31/15 @ 5:10		REVIEWING ATTORNEY/ADVOCATE: CE	
DATE/TIME OUT OF UNIT: 7-31-15 @ 3:10			
DOJ ATTORNEY / ADVOCATE COMMENTS			
document legally sufficient - but program did not attach legislation - no review of proposed legislation			
REVIEWED BY: (PRINT) Cherie Espinosa	DATE / TIME 7/31/15 8:59 AM	SURNAMED BY: (PRINT) Kandis Martine	DATE / TIME 7/31/15 9:45 AM
DOJ Secretary Called: left msg on v.m		for Document Pick Up on 7-31-15 at 3:10 By: J. Morgan	
PICKED UP BY: (PRINT)		DATE / TIME:	

Document No. 004463Date Issued: 07/30/2015**EXECUTIVE OFFICIAL REVIEW**Title of Document: Amend NNTU Plan of Operation Contact Name: YAZZIE, BARBARA JProgram/Division: DIVISION OF GENERAL SERVICESEmail: byazi@navajo-nsn.gov Phone Number: 9288717740☐ **Business Site Lease** Sufficient Insufficient

1. Division:	_____	Date: _____	☐	☐
2. Office of the Controller:	_____	Date: _____	☐	☐
(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: _____	☐	☐

☐ **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: _____	☐	☐
2. Office of the Attorney General:	_____	Date: _____	☐	☐

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

1. Office of Management and Budget:	_____	Date: _____	☐	☐
2. Office of the Controller:	_____	Date: _____	☐	☐
3. Office of the Attorney General:	_____	Date: _____	☐	☐

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

1. NNEPA:	_____	Date: _____	☐	☐
2. Office of the Attorney General:	_____	Date: _____	☐	☐

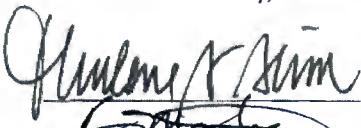
☐ **Lease Purchase Agreements**

1. Office of the Controller:	_____	Date: _____	☐	☐
(recommendation only)				
2. Office of the Attorney General:	_____	Date: _____	☐	☐

☐ **Grant Applications**

1. Office of Management and Budget:	_____	Date: _____	☐	☐
2. Office of the Controller:	_____	Date: _____	☐	☐
3. Office of the Attorney General:	_____	Date: _____	☐	☐

☒ **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: General Services		Date: <u>7/30/15</u>	☒	☐
2. Office of the Attorney General:		Date: <u>7/31/15</u>	☒	☐

☐ **Relinquishment of Navajo Membership**

1. Land Department:	_____	Date: _____	☐	☐
2. Elections:	_____	Date: _____	☐	☐
3. Office of the Attorney General:	_____	Date: _____	☐	☐

☐ **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: _____ ☐ ☐



MEMORANDUM

TO: Honorable Jonathan Hale
Navajo Nation Council

FROM: 
Edward A. McCool, Principal Attorney
Office of Legislative Counsel

DATE: June 28, 2017

SUBJECT: AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AMENDMENTS TO THE PLAN OF OPERATION POLICY AND PROCEDURES FOR THE NAVAJO TELECOMMUNICATIONS AND UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge. Please ensure that this particular resolution request is precisely what you want. You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§500, 501. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: _0241-17_____

SPONSOR: Jonathan Hale

**TITLE: An Action Relating to Health, Education and Human Services Committee;
Approving Amendments to the Plan of Operation Two Way Radio Communication Policy
and Procedures for the Navajo Telecommunications and Utilities Department within the
Division of General Services**

Date posted: July 3, 2017 at 3:24pm

Digital comments may be e-mailed to comments@navajo-nsn.gov

Written comments may be mailed to:

**Executive Director
Office of Legislative Services
P.O. Box 3390
Window Rock, AZ 86515
(928) 871-7590**

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

Please note: This digital copy is being provided for the benefit of the Nav, ajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

**THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW SUMMARY**

LEGISLATION NO.: 0241-17

SPONSOR: Honorable Jonathan L. Hale

**TITLE: An Action Relating To Health, Education and Human Services Committee;
Approving Amendments to the Plan of Operation Two Way Radio Communication
Policy and Procedures for the Navajo Telecommunications and Utilities Department
within the Division of General Services.**

Posted: July 3, 2017 at 3:24pm

5 DAY Comment Period Ended: July 8, 2017

Digital Comments received:

Comments Supporting	<i>None</i>
Comments Opposing	<i>None</i>
Inclusive Comments	<i>None</i>



**Policy Analyst
Office of Legislative Services**

7/10/2017 8:27 AM

Date/Time