

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

AN ACTION

RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;
AMENDING AND APPROVING THE DEPARTMENT OF FLEET MANAGEMENT'S PLAN
OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Health, Education and Human Services Committee (HEHSC) of the Navajo Nation Council has legislative oversight of the Division of General Services. HEHSC is empowered to review, recommend, or propose the adoption, amendment or rescission of appropriate Plans of Operation. 2 N.N.C. §401 (C)(1).
- B. The Fleet Management Department (the Department) is within the Division of General Services and as such, HEHSC has approval authority over the revised Plan of Operation.

SECTION TWO. FINDINGS

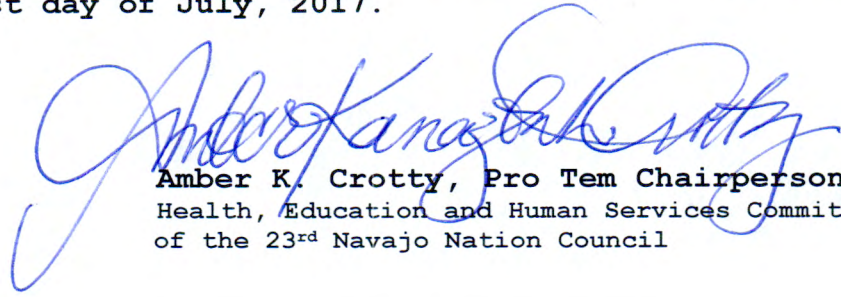
- A. The last revision to the Department's Plan of Operation was in 1995, which is attached as **Exhibit A**.
- B. It is necessary to amend the Department's Plan of Operation in order to update the general functions of the Department. The amended Plan of Operation is attached as **Exhibit B**.
- C. The amendments to the Plan of Operation have been reviewed by the Department of Justice and found to be legally sufficient. See **Exhibit C**.

SECTION THREE. APPROVAL

The Health, Education and Human Services Committee approves the amended Plan of Operation, attached as **Exhibit B**, for the Fleet Management Department.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 23rd Navajo Nation Council at a duly called meeting at Montezuma Creek, (Navajo Nation) Utah, at which quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 31st day of July, 2017.



Amber K. Crotty, Pro Tem Chairperson
Health, Education and Human Services Committee
of the 23rd Navajo Nation Council

Motion: Honorable Nelson BeGaye

Second: Honorable Steven Begay

FLEET MANAGEMENT DEPARTMENT PLAN OF OPERATION

I. ESTABLISHMENT

There is hereby established the Fleet Management Department within the Division of General Services of the Navajo Nation Government Executive Branch.

II. PURPOSE

The Fleet Management Department shall provide motor vehicle transportation services to the Navajo Nation Government, Departments, and Programs through a financially self-sustaining operation. The vehicles assigned to the Navajo Nation Departments and Programs serve the Navajo Nation population through the Navajo Nation Government.

III. STAFFING AND ORGANIZATION

A. STAFFING

1. The Fleet Management Department shall consist of the following staff; the Director of Fleet Management Department shall be hired by the Executive Director of the Division of General Services pursuant to Personnel Policies of the Navajo Nation Government and report to the Executive Director of the Division of General Services. The Fleet Management Director shall supervise:
 - a. Fleet Administrative staff
 - b. Technical Support Staff
 - c. Automotive repair and maintenance staff
 - d. Other positions as may be authorized by the appropriate authority pursuant to the Navajo Nation Personnel Policies and Procedures.

B. ORGANIZATION

The Fleet Management Department shall consist of a central administrative staff and five (5) agency service centers to facilitate effective management and delivery of services.

The organizational chart of the Fleet Management Department is displayed as Attachment I.

IV. RESPONSIBILITY AND AUTHORITY

A. The Fleet Management Director will have the authority and responsibility to execute the organizational and supervisory functions of the department. The Fleet Management Director will prepare and periodically update a Fleet Operational Manual. The Fleet Operations Manual will include, but not be limited to the following sections:

- 1. Vehicle specifications (standardized), procurement and acquisition.**
- 2. Vehicle identification, titling, and licensing.**
- 3. Vehicle use requests, assignments, and rentals.**
- 4. Vehicle replacement and disposal criteria.**
- 5. Vehicle official usage and operating policies.**
- 6. Vehicle parking facilities and security.**
- 7. Relationship with the Motor Vehicle Review Board regarding review and assessment of penalties for misuse/abuse of Navajo Nation vehicles.**
- 8. Control of operating, repair, and maintenance expenses.**
- 9. Control of fuel credit cards and bulk-fuel stations.**
- 10. Control of accident and collision repair costs.**
- 11. Proper waste disposal of tires, lead acid batteries, anti-freeze, and used oil.**
- 12. Implementation of the automated fueling and Fleet Management Information System.**
- 13. Review of Fleet Safety Program and accident review process.**
- 14. Abide by the Navajo Nation Personnel Policies and Procedures and shall in no way influence or pressure staff members on any political matters.**

B. The Fleet service centers shall accomplish preventive maintenance services and emergency repairs to provide a safe, operational and reliable fleet. The fleet service centers will be guided by the following practices:

- 1. The preventive maintenance program must comply with manufacturer's vehicle warranty requirements and other sound practices. The program must be designed to provide safe, reliable transportation for the users.**

2. The Fleet Service Managers will control and authorize repair and maintenance to assure full efficient use of manpower and shop capabilities. Enhance personnel skills through a combination of in-house and vendor training. Purchase of quality repair parts, tires, maintenance and service suppliers. Update facility service equipment, and tools. Analyze mechanical malfunction, failures, and deficiencies. Comply with warranty work campaigns and in-house requirements.

V. LEGISLATIVE OVERSIGHT

The Government Services Committee of the Navajo Nation Council shall provide legislative oversight for the Fleet Management Department pursuant to 2 N.T.C. §343 (b)(4).

VI. AMENDMENTS

This Plan of Operation may be amended by the Government Services Committee of the Navajo Nation Council as deemed necessary.

Fleet Management Department
Plan of Operation

EXHIBIT
B

I. Establishment

There is hereby established the Fleet Management Department within the Division of General Services of the Navajo Nation ~~G~~overnment Executive Branch.

II. Purpose

The Fleet Management Department shall provide motor vehicle transportation services to the Navajo Nation ~~G~~overnment, Departments, and Programs through an internal service fund ~~financially self-sustaining~~ operation. The vehicles assigned to the Navajo Nation Departments and Programs, and Branches serve the Navajo Nation population through the Navajo Nation ~~G~~overnment.

III. Staffing and Organization

A. Staffing

1. The Fleet Management Department shall consist of the following staff; the Director of Fleet Management Department shall be hired by the ~~Executive~~ Division Director of the Division of General Services pursuant to Personnel Policies of the Navajo Nation ~~G~~overnment and report to the ~~Executive~~ Division Director of the Division of General Services. The Fleet Management Director shall supervise:

- a. Fleet administration staff
- b. Technical support staff
- c. Automotive repair and maintenance staff
- d. Other positions as may be authorized by the appropriate authority pursuant to the Navajo Nation Personnel Policies and Procedures.

B. Organization

The Fleet Management Department shall consist of a central administrative staff and ~~five (5) agency Fleet~~ service centers to facilitate effective management and delivery of services.

The organizational chart of the Fleet Management Department is displayed as Attachment 1.

IV. Responsibility and Authority

- A. The Fleet Management Director will have the authority and responsibility to execute the organizational and supervisory functions of the department. The Fleet Management Director ~~will prepare and periodically update a Fleet Operations Manual. The Fleet Operations Manual will~~ be responsible for include, but not be limited to the following sections:

1. Vehicle specifications (standardized), procurement and acquisition.
2. Vehicle identification, titling, and licensing.
3. Vehicle use requests, assignments, and rentals.
4. Vehicle ~~replacement and disposal criteria.~~ through selling at public auction.
5. Vehicle official usage and operating policies.
6. Vehicle official parking facilities and security.
7. Relationship with the Motor Vehicle Review Board regarding review and assessment of penalties for misuse/abuse of Navajo Nation vehicles.
8. Control of operating, repair, and maintenance expenses.
9. Control of fuel credit cards and bulk fuel stations.
10. Control of accident and collision repairs costs.
11. Proper waste disposal of tires, lead acid batteries, anti-freeze, and used oil.
12. Implementation of the automated fueling and Fleet Management Information System.
13. ~~Review of~~ Maintain Fleet Safety Program ~~and accident review process.~~
14. Abide by the Navajo Nation Personnel Policies and Procedures and shall in no way influence or pressure staff members on any political matters.

B. The Fleet service centers shall ~~accomplish~~ provide preventive and unscheduled maintenance services and ~~emergency~~ repairs to provide a safe, operational and reliable fleet. The fleet service centers will be guided by the following practices:

1. ~~The P~~preventive maintenance ~~program~~ must comply with manufacturer's vehicle warranty requirements ~~and other sound practices.~~ ~~The program must be designed to provide safe, reliable transportation for the users.~~
2. The Fleet Service Managers will ~~control and~~ authorize repair and maintenance to assure full efficient use of manpower and shop capabilities. Enhance personnel skills through a combination of in-house and ~~vendor~~ specialized training. Purchase ~~of~~ quality repair parts, tires, and maintenance and service suppliers. Update facility service equipment, and tools. Perform inspection and diagnostics on vehicles. Analyze work orders, shop productivity, and expand use of information technology ~~mechanical malfunction, failures, and deficiencies.~~ Comply with warranty work campaigns and ~~in-house~~ requirements.

V. Legislative Oversight

The ~~Government~~ Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight for the Fleet Management Department pursuant to 2 N.T.C. § ~~343 (b)(4)~~ 401 (C) (1).

VI. Amendments

This Plan of Operation may be amended by the ~~Government~~ Health, Education and Human Services Committee of the Navajo Nation Council as deemed necessary.



NAVAJO NATION DEPARTMENT OF JUSTICE

**DOCUMENT
REVIEW
REQUEST
FORM**


☐ RESUBMITTAL

DOJ	02-13-17 1009
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #:	007567
SAS #:	
UNIT:	H59u

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

CLIENT TO COMPLETE

DATE OF REQUEST:	2/13/2017	DIVISION:	Division of General Services
CONTACT NAME:	Ben Manuelito	DEPARTMENT:	Fleet Management Department
PHONE NUMBER:	928-871-6426	E-MAIL:	benmanuelito@navajo-nsn.gov

TITLE OF DOCUMENT: *Fleet Management Plan of Operation.*

DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: *2/13/17 @ 11am* REVIEWING ATTORNEY/ADVOCATE: *CE*

DATE TIME OUT OF UNIT: *2/23/17 @ 3:10 pm*

DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient

REVIEWED BY: (Print)	Date / Time	SURNAMED BY: (Print)	Date / Time
<i>Cherie Epwosa</i>	<i>2/22/17 4:50pm</i>	<i>Kendis Martine</i>	<i>2/23/17 10:45am</i>

DOJ Secretary Called: *Rosie* for Document Pick Up on *2/23/17* at *3:09pm* By: *cb*

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

NNDJ/DRRF-July 2013

FEB 13 2017
H59u

EXECUTIVE OFFICIAL REVIEWTitle of Document: Fleet Mgmt Plan of Operation Contact Name: MANUELITO JR, BEN CProgram/Division: DIVISION OF GENERAL SERVICESEmail: benmanuelito@navajo-nsn.gov Phone Number: 928-871-6426

<input type="checkbox"/>	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"/>

<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"/>

<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"/>

<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"/>

<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"/>

<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"/>

<input checked="" 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				
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	1. Division:		Date: <u>2-13-17</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2. Office of the Attorney General:		Date: <u>2/23/17</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Rights of Way**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

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

1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Assignment of Mineral Lease**

1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **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: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **OTHER:**

1.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>