

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

**21<sup>st</sup> NAVAJO NATION COUNCIL – Fourth Year 2010**

**AN ACTION**

**An Action; Relating to Government Services; Approving Amendments to the Navajo Nation Telecommunication and Utilities Department's Two Way Radio Communication Policy and Procedures**

**BE IT ENACTED:**

1. The Navajo Nation hereby approves amendments to the Navajo Nation Telecommunication and Utilities Department's Two Way Radio Communication Policy and Procedures, adopted through GSCJA-02-08, as set forth in the attached Exhibit A

**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, Arizona Navajo Nation at which a quorum was present and that the same was passed by a vote of 6 in favor and 0 opposed, this 26th day of October, 2010



Ervin M. Keeswood Sr. Chairperson  
Government Services Committee

Motion: Amos Johnson  
Second: Roy Laughter

## Navajo Nation Telecommunication & Utilities Two Way Radio Communication Policy & Procedures

---

**Authority:** Pursuant to Government Service Committee Resolution No. GSCAU-27-09/A, the purpose of the Navajo Nation Telecommunication & Utilities (NNTU) is to plan, administer and manage the telecommunications and utilities activities for the Navajo Nation governmental offices.

**Purpose:** NNTU seeks to provide a state-of-the-art two way radio communication system for the Navajo Nation governmental offices. NNTU strives to provide quality and reliable services in a cost efficient manner.

**Policy:**

NNTU shall manage and maintain all two way radio activities for the Navajo Nation governmental offices. All Navajo Nation departments/programs shall request for two way radio communication services through NNTU. NNTU will be responsible for conducting periodic maintenance and inventory on two way radio system.

**Definitions:**

Two Way Radio system - A combination of mobile, portable, and base station radios that when used together, enable the users to efficiently communicate over a large area without being at the same physical location.

Two way radio - A wireless communication device used to transmit and receive voice messages over the airwaves.

Base station radio - A two way radio permanently mounted on a structure that can be used to communicate with other two way radios.

Mobile radio - A two way radio permanently mounted inside a vehicle used to communicate with other mobile, base station or portable two way radios.

Portable radio - A two way radio that can be carried or worn so that the user's communication is not limited by the location of the radio and can be used to talk to other portable, mobile, or base station radios.

Federal Communication Commission (FCC) license - A legal authorized license issued by the Federal government to operate a two way radio communication system on a specific radio frequency.

Ancillary equipment - Towers, grounding systems and power systems.

Lessor- A party that leases property to another party for a fee.

## Procedures:

1. All two way radio repair services shall be requested to NNTU by completing the Two Way Radio Work Order Request form (Attachment A) for the following:
  - a. Installation, removal and programming of two way radio and ancillary equipment
  - b. Repair and maintenance of two way radio and ancillary equipment
  - c. Installation and removal of other related equipment (i.e. sirens, traffic radars and code 3 lights)
2. NNTU will be responsible for procurement and selection of qualified vendors to provide two way radio communication equipment repair and maintenance service for the Navajo Nation governmental offices.
3. Departments shall budget for two way radio expenses as stipulated by the Navajo Nation Budget Instructions and Policies Manual.
4. NNTU is appropriated annual funds under the Fixed Cost-Radio Communication budget. Use of these funds requires pre-approval by NNTU.
5. All costs associated with repair and maintenance will be handled as follows:
  - a. Leased equipment - all costs will be the responsibility of the lessor.
  - b. NNTU owned equipment – all costs will be the responsibility of NNTU
  - c. Department owned equipment – all costs will be the responsibility of the department
6. NNTU shall be included in the procurement of all two way radio equipment 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 two way radio equipment procurement to ensure Navajo Nation two way radio system compatibility and interoperability.
  - c. NNTU shall provide technical assistance in acquiring standardized two way radio equipment.
  - d. NNTU shall assist departments with funding for procurement of two way radio equipment contingent upon Fixed Cost annual appropriation.
  - e. All procured equipment shall be delivered (shipped) to Navajo Nation Property Management for proper accounting and tagging.

Shipping Address:  
Navajo Nation Property Management  
Navajo Route 12 North  
Fort Defiance, Arizona 86504

- f. All tagged two way radio equipment will be picked up and distributed by procuring department.
- 7. NNTU, in conjunction with departments, will be responsible for periodic inventory of two way radio and ancillary equipment.
  - a. NNTU is responsible for maintaining a complete inventory of all Navajo Nation leased and department owned equipment.
  - b. Each department is responsible for maintaining current inventory of leased and department owned equipment. The following information is required:
    - i. Type of equipment
    - ii. Serial number
    - iii. Brand and model number
    - iv. Lease or ownership information
    - v. Navajo Nation Property (Asset) Tag number (department owned only)
    - vi. Warranty information (department owned only)
    - vii. Purchase date or lease start date
    - viii. Assignment information (i.e. vehicle assignment, department or employee assignment)
  - c. NNTU will conduct an inventory on a quarterly basis in conjunction with the department/programs and lessor on all two way radio equipment at all sites.
  - d. Donated equipment will be maintained and accounted for by the department.
  - e. NNTU will coordinate disposal of obsolete and irreparable equipment with applicable department and Navajo Nation Property Management.
- 8. NNTU will ensure the proper usage and care of two way radio equipment:
  - a. All departmental personnel shall utilize two way radio equipment for Navajo Nation government business only.
  - b. All assigned equipment shall be kept in good working condition by the employee.
  - c. Any cost associated with the misuse and abuse of equipment shall be the responsibility of the employee.
  - d. All stolen and vandalized equipment will require the employee to file a police report and be reported to NNTU within 24 hours.
    - i. If cost or value exceeds \$500, a Property Lost report will need to be filed with the Risk Management Department.
- 9. NNTU will serve as the custodian of all two way radio frequency licenses issued to the Navajo Nation, which will include the following activities:
  - a. Maintain a complete inventory of all licenses
  - b. Renewal of licenses
  - c. Modification of licenses as a result of changes to FCC rules and regulations
  - d. Request for new licenses on behalf of the Navajo Nation

10. All operation of two way radio equipment is subject to the rules and regulations of the Federal Communications Commission (FCC). Any infractions of the FCC rules and regulations are subject to penalties set by the FCC. For additional information, visit the FCC website: <http://www.fcc.gov>
11. All supervisors shall ensure their employees comply with the Two Way Radio Communication Policy & Procedures. The employee will be responsible for all costs associated with non-compliance.
12. 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.
13. Clarification to the Two Way Radio Communication Policy and Procedures  
The NNTU department may issue whatever additional directives and memoranda deemed necessary to clarify the intent of this policy and procedures.
14. Amendment to the Two Way Radio Communication Policy and Procedures  
The policy and procedures may be amended when necessary with the approval of the Government Services Committee.

**NAVAJO NATION TELECOMMUNICATIONS & UTILITIES**  
**TWO WAY RADIO EQUIPMENT REPAIR ORDER**

Department Name \_\_\_\_\_ Date: \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_ Business Unit #: \_\_\_\_\_

(For Customer Owned Equipment, Dept. will be charged for all services requested)

Vehicle/Unit No.: \_\_\_\_\_ Other: \_\_\_\_\_

Serial Number: \_\_\_\_\_

(Serial Number to the radio equipment, very important, work order will not be processed without it!)

**Description of Service Request: (Please check all that apply)**

<input type="checkbox"/> Remove mobile radio only	<input type="checkbox"/> Remove mobile radio/siren/code 3 lights
<input type="checkbox"/> Remove mobile radio w/siren	<input type="checkbox"/> Install mobile radio/siren/code 3 lights
<input type="checkbox"/> Install mobile radio w/siren	<input type="checkbox"/> Radio reprogram
<input type="checkbox"/> Install mobile radio only	<input type="checkbox"/> Radio not transmitting
<input type="checkbox"/> Radio not receiving	<input type="checkbox"/> Other, please specify:

**TO BE FILLED BY TELECOMMUNICATIONS & UTILITIES DEPARTMENT**

\_\_\_\_\_  
**APPROVAL**

\_\_\_\_\_  
**ACKNOWLEDGED**

(bill to customer)

Date: \_\_\_\_\_ Funds Availabilty: \_\_\_\_\_

Signature: \_\_\_\_\_

(Telecommunications & Utilities Department-Authorized Personnel)

Work Order Number: \_\_\_\_\_

**TO BE FILLED BY NCC SYSTEMS, INC.**

Service order #: \_\_\_\_\_ Serial # \_\_\_\_\_

Service Date: \_\_\_\_\_ Model # \_\_\_\_\_

Maintenance: \_\_\_\_\_ Service: \_\_\_\_\_ Fee: \_\_\_\_\_

Remarks/Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_