

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

21st NAVAJO NATION COUNCIL – Second Year, 2008

AN ACTION

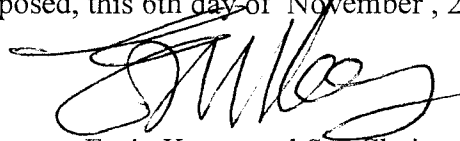
**Relating to Government Services; Approving the Navajo Nation Wireless Phone
Usage Policy & Procedures**

BE IT ENACTED;

1. The Navajo Nation hereby approves the Navajo Nation “Wireless Phone Usage Policy & Procedures” for implementation by the Navajo Nation Telecommunication and Utilities Department, as set forth in the attached Exhibit A.

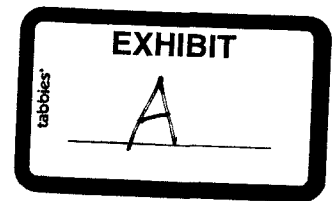
CERTIFICATION

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, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 7 in favor and 0 opposed, this 6th day of November, 2008



Ervin Keeswood Sr, Chairperson
Government Services Committee

Motion: Orlanda Smith Hodge
Second: Roy Laughter



**Navajo Nation Telecommunication & Utilities
Wireless Phone Usage Policy & Procedures**

Authority: Pursuant to Government Service Resolution GSCJN-23-07, 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 quality wireless phone services to the Navajo Nation government offices in a cost effective manner with reliable coverage area in and outside the Navajo Nation. To ensure wireless phone service is utilized for critical communication and to lessen wireless phone abuse by users and overcharges by vendors.

Policy:

All Navajo Nation departments/programs shall request for wireless phone services through the Navajo Nation Telecommunication & Utilities (NNTU). Navajo Nation departments/programs shall utilize wireless phone services in the performance of Navajo Nation business. NNTU will not be responsible for wireless abuses which are considered disallowed cost.

Definitions:

Wireless services – a wireless service provider is a company that offers transmission services to users of wireless devices (handheld computers and telephones) through radio frequency (RF) signals rather than through end-to-end wire communication.

Wireless equipment – is a device that lets the user communicate with others through electromagnetic waves. Common examples of wireless equipment in use today include: cellular phone, personal data assistant (PDA), Smart phone, Blackberry Device and broadband access card or USB modem.

Procedures:

1. NNTU shall be included in the procurement of all wireless phone 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 wireless phone equipment and services procurement.
 - C. NNTU shall provide technical assistance in acquiring standardized telecommunication equipment.
2. NNTU will seek to enter into a contractual agreement with available wireless service providers to provide reliable coverage for the Navajo Nation governmental offices in a cost effective manner.
3. All requests for wireless phones shall be requested to NNTU. The use of wireless phones shall be used where critical communication is needed in conducting official Navajo Nation business.

- A. All new accounts including upgrades and replacement for wireless phones shall be in memorandum form with the following information:
 1. Department name and contact information, including phone number
 2. Departmental business unit account number of where the charges will be applied, along with a current FMIS print out of the account number
 3. Authorized signature of the department or program manager
 4. Justification for service
 - a. Employee name and position title
 - b. Explanation on why wireless communication is critical in performance of their duties and responsibilities
 - c. Specify Coverage area needed (i.e. Navajo Nation only and/or off reservation)
 - d. Minimum number of minutes (usage shall be adhered to approved service agreement)
 - e. Attach Purchase Requisition and quotation of requesting services from wireless service provider
 - f. Copy of latest invoice, if wireless services are currently active
 - B. The class of services will be limited to the basic or standard service package provided by the services provider. This shall include insurance coverage.
 - C. The department will complete the Purchase Requisition as follows:
 1. Charge to object code 4210 (Equipment) / 5620 (Services)
 2. Ship to: THE NAVAJO NATION
Property Management Department
P.O. Box 90
North Route Navajo 12
Ft. Defiance, AZ 86504
 3. Bill to: (Department Address)
 - D. Submittal to the following offices for review and signature
 1. NNTU
 2. Property Management, Office of the Controller
 3. Purchasing Services, Office of the Controller
 - E. All equipment will be delivered it to Property Management Department. All wireless phones are considered sensitive items therefore must be tagged for accountability and property control.
 - F. Upon approval of request NNTU will return the Purchase Requisition to department for further processing. Upon activation, the department is responsible for providing a copy of the service agreement to NNTU.
 - G. NNTU shall periodically review and monitor monthly invoices.
 - H. Departments are responsible to uphold service agreement.
4. Departments shall budget for wireless communication expenses as stipulated by the Navajo Nation Budget Instructions and Policies Manual.
 5. All wireless equipment and service costs will be handled as follows:
 - A. Processing of payment for monthly invoices will be the responsibility of the applicable department
 - B. Costs associated with repair and equipment will be the responsibility of the applicable department

- C. Wireless phone equipment and service budget for the three Branch Chiefs comprising of the Navajo Nation President, Vice-President, Chief Justice and the Speaker of the Navajo Nation Council is allocated under the approved annual Telecommunications Fixed Cost budget.
6. Inventory of wireless phone service lines and equipment.
- A. NNTU is responsible for maintaining a complete inventory of all Navajo Nation wireless phone service lines and will conduct inventory on a periodic basis.
 - B. Each department is responsible for maintaining current inventory of equipment. The following information is required:
 - 1. User Name and Title
 - 2. Wireless phone number
 - 3. Electronic Serial Number (ESN)
 - 4. Model make and number
 - 5. Navajo Nation Property (Asset) Tag number
 - 6. Current calling plan and features
 - 7. Warranty information
 - 8. Purchase date
 - 9. Contract end date
- A copy should be provided to NNTU and Property Management Department, Office of the Controller.
- C. Obsolete and irreparable equipment shall be reported to NNTU and Property Management for proper disposal within 10 days.
7. Navajo Nation departments will ensure the proper usage and care of wireless phone equipment:
- A. All departments shall utilize equipment for the purpose of Navajo Nation business only.
 - B. All wireless phone equipment shall be kept in good working condition by employee.
 - C. Any cost associated with the misuse and abuse of equipment shall be the responsibility of the employee.
 - D. All lost, stolen and vandalized equipment will require employee to file a police report for insurance replacement purposes. Notification shall be provided to NNTU, Property Management and the service provider.
8. All equipment and operation of wireless 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 while utilizing wireless phone service and equipment:
- A. Collect calls: Navajo Nation employees shall not accept collect calls.
 - B. Personal call: Navajo Nation employees are discouraged from making personal calls and shall not exceed calling plan minutes.

- C. 900 calls: The Navajo Nation absolutely disallows 877, 888 and 900 calls. Any individual(s) or tribal department making 877, 888 and 900 calls shall be subject to disciplinary action and/or criminal prosecution.
- D. Harassing calls: If you receive harassing or threatening phone calls, you should notify your immediate supervisor and take necessary action to address issue. And if necessary report the incident to the local law enforcement agency..
- E. Text messages: All Navajo Nation Employees shall abide to their contract agreement for the allowable text messaging.
- F. Downloads: All Navajo Nation Employees are prohibited from downloading any music, ring tones, ring back tones, movies, pictures and games.

All Department Directors and Managers are to ensure that their staff complies with the wireless phone usage policies. The departmental employee will be responsible for all costs associated with the violation of the above cited wireless phone usage.

- 9. NNTU shall have the authority to collect from individuals or departments that are liable for the charges. If the abuse and/or misuse of tribal service and/or property continues NNTU shall contact the abusive employee's supervisor to impose the established Navajo Nation Personnel Policies and Procedures where applicable and the Nation's employees may be subject to disciplinary action and/or criminal prosecution.
- 10. All non-compliance issues will be subject to the Navajo Nation Personnel Policies Manual (NNPPM), Section XIII, Sub section G. Table of Penalties, Item 22, Misuse of Nation Property or Services.
 - a. First Penalty - Suspension (up to 15 working days)
 - b. Second Penalty - Suspension (up to 30 working days)
 - c. Third Penalty - (removal)

If the Division or Department fails to enforce and comply with the policies to alleviate the ongoing practice, the Division or Department may be subject to a possible termination of services at the departments' expense.

- 11. Clarification to the Wireless Phone Policies and Procedures
The NNTU department may issue whatever additional directives and memoranda deemed necessary to clarify the intent of these policies and procedures.
- 12. Amendment to the Policies and Procedures
The policies and procedures may be amended when necessary with the approval of the Government Services Committee.