

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

**21<sup>st</sup> 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

