

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE

23rd NAVAJO NATION COUNCIL -- Third Year, 2017

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;
APPROVING AMENDMENTS TO THE NAVAJO NATION WIRELESS DEVICE SERVICE
POLICIES AND PROCEDURES AS THEY APPLY TO THE NAVAJO NATION AND AS
PROPOSED BY THE 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

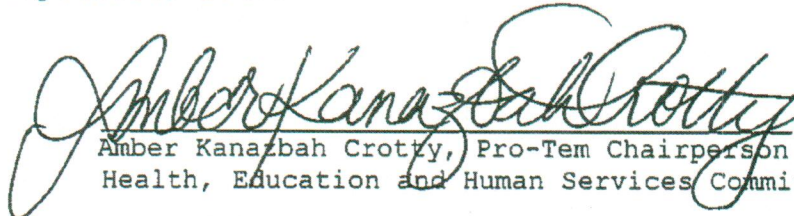
- A. The Navajo Nation Telecommunications and Utilities Department (NNTU) within the Division of General Services provides access to essential telecommunications and utility service for the Navajo Nation government.
- B. The Navajo Nation Division of General Services, Telecommunications and Utilities Department has proposed amending the policies and procedures regarding wireless device service as they apply to the Navajo Nation. See **Exhibit "A"**.
- C. The proposed amendments to these policies and procedures have been reviewed by the necessary parties and found legally sufficient. See **Exhibit "B"**.
- D. The Health, Education and Human Services Committee of the Navajo Nation Council finds it in the best interest of the Navajo Nation to approve the proposed amendments to the policies and procedures regarding wireless device service as applied to the Navajo Nation as proposed by the Navajo Nation Division of General Services, Telecommunications and Utilities Department Plan of Operation as found at **Exhibit "A"**.

SECTION THREE. APPROVAL

The Health, Education and Human Services Committee hereby approves the proposed amendments to the policies and procedures regarding wireless device service as applied to the Navajo Nation as found at **Exhibit "A"**.

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 Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 11th day of September, 2017.


Amber Kanazbah Crotty, Pro-Tem Chairperson
Health, Education and Human Services Committee

Motion: Honorable Steven Begay
Second: Honorable Nelson BeGaye

Amendment (1) One: On New Exhibit "A", Page 1, overstrike ~~Government Service Resolution GSCAU-27-09/A HEHSC-15-15...~~

Motion: Honorable Steven Begay
Second: Honorable Nelson BeGaye
Vote: 3 in Favor; 0 Opposed
(Pro-Tem Chairperson Not Voting)

Directive (1) One: Navajo Nation Telecommunications and Utilities is to conduct a cost analysis that compares the usage of smart phones and non-smart phones by Navajo Nation Programs and to propose cost saving measures report back to the Health, Education and Human Services Committee at a later date. The Navajo Nation Telecommunications and Utilities is also directed to identify, propose improved tracking and information of the wireless devices; issuing phones with the name, title, and department of the employee; and to develop additional proposed amendments toward the wireless device policy to improve accountability for another legislation.

Motion: Honorable Jonathan L. Hale
Second: Honorable Steven Begay
Vote: 3 in Favor; 0 Opposed; Pro-Tem Chairperson Not Voting)

Navajo Nation Wireless Device Service Policy & Procedures

Authority:

Pursuant to Government Service Resolution HEHSCS-15-15, the purpose of the Navajo Nation Telecommunication & Utilities (NNTU) department is to plan, administer and manage the telecommunication and utilities for the Navajo Nation.

Purpose:

NNTU seeks to provide quality wireless device 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 device service is utilized for critical communication and to lessen wireless device abuse by users and overcharges by vendors.

Policy:

All Navajo Nation departments/programs shall request for wireless device services through Navajo Nation Telecommunication & Utilities (NNTU). Navajo Nation departments/programs shall utilize wireless device services in the performance of Navajo Nation business. NNTU will not be responsible for wireless device service abuse which is a disallowed cost.

Definitions:

Wireless services – is a transmission service for users of wireless devices through radio frequency (RF) signals rather than through an end-to-end wired communication.

Wireless device – equipment that lets the user communicate with others through electromagnetic waves. Common examples of wireless equipment in use today include: cellular phones (basic or smart), tablets, mobile hot spots, and USB modem.

Procedures:

1. NNTU shall approve the procurement of all wireless device equipment and services for the Navajo Nation governmental offices.
 - A. All procurement shall be in accordance with the Navajo Nation procurement regulations and laws.
 - B. NNTU shall provide technical assistance in acquiring standardized telecommunication equipment.
2. NNTU will enter into a contractual agreement(s) with available wireless service providers to provide reliable coverage for the Navajo Nation governmental offices in a cost effective manner.
 - A. All Navajo Nation governmental offices will be required to utilize these contractual agreements. All requests to opt out of contractual utilization shall be approved by the Health, Education, and Human Services Committee.
 - B. NNTU will develop and implement procedures to facilitate the timely procurement of service and equipment under the contractual agreement(s).

3. All procurements for wireless device services, whether new or existing, shall be requested to NNTU and designated Account Manager for contracted service provider.
 - A. The use of wireless device service shall be used where critical communication is needed in conducting official Navajo Nation business.
 - B. Each department will designate a specific point of contact (SPOC) and all procurements shall be requested by this designee(s).
 - C. The department will complete the Purchase Requisition for equipment purchase as follows:
 1. Charge to object code 4210 (Equipment)
 2. Ship to address:
Navajo Nation Telecommunication & Utilities
Morgan Boulevard, Building No. 2528
Window Rock, AZ 86515
 3. Bill to address:
Navajo Nation Telecommunication & Utilities
P.O. Box 2928
Window Rock, AZ 86515
 - D. Submittal to the following offices for review and signature, in the following order:
 1. Property Management, Office of the Controller
 2. NNTU
 3. Purchasing Services, Office of the Controller
 - E. All wireless devices are considered sensitive items therefore NNTU will issue all device(s) to designated departmental SPOC
 - F. Upon approval of request NNTU will return the Purchase Requisition to department and/or Office of the Controller for further processing.
 - G. NNTU shall review and monitor monthly services.
 - H. Departments are responsible to uphold service agreement(s).
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 NNTU. NNTU will charge cost against applicable departmental business unit budget. Failure to budget as necessary will result in disconnection of service by NNTU.
 - B. Costs associated with repair and equipment will be the responsibility of the applicable department.
6. Inventory of wireless device service lines and equipment.
 - A. NNTU is responsible for maintaining a complete inventory of all Navajo Nation wireless device lines and will conduct inventory on a periodic basis.
 - B. Each department is responsible for maintaining current inventory and submittal to NNTU. Failure to submit inventory as required will result in suspension or disconnection of service by NNTU.
 - C. Obsolete, unused and/or damaged equipment shall be returned to NNTU within working 10 days for proper disposal. Failure to do so will result in suspension or disconnection of service by NNTU.

7. Navajo Nation departments will ensure the proper usage and care of wireless device equipment:
 - A. All department shall utilize equipment for the purpose of Navajo Nation business only. All activity conducted on Navajo Nation phones are retained as Navajo Nation information.
 - B. All wireless device and equipment shall be kept in good working condition by employee.
 - C. Any cost associated with the misuse and abuse of device and equipment shall be the responsibility of the employee.
 - D. All lost, stolen, and vandalized device and equipment will require employee to file a police report for insurance replacement purposes. Notification shall be provided to the service provider along with written notification to NNTU.
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 device service and equipment. All disallowed cost shall be reimbursed by employee. Failure to do will result in suspension or disconnection of service.
 - A. Number of minutes: Shall abide by their contract agreement for the allowable minutes.
 - B. Text messages: Shall abide by their contract agreement for the allowable text messaging.
 - C. Data Usage: Shall be used in conducting Navajo Nation business while away from their workstation. Unjustified excessive use is prohibited and will result in suspension or disconnection of service.
 - D. Downloads: Shall be prohibited from downloading any music, ring tones, ring back tones, movies, pictures, and games.
 - E. Collect calls: Shall not accept collect calls.
 - F. Personal call: Are discouraged from making personal calls and shall not exceed calling plan minutes.
 - G. Directory Assistance: For free service, dial 1-800-FREE-411. Use of other services is costly and prohibited.
 - H. 900 calls: The Navajo Nation absolutely disallows call to 1-900-XXX-XXXX and/or other similar numbers.
 - I. 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.
10. All supervisors shall ensure their employees comply with the Wireless Device 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 Wireless Device Service Policy and Procedures
The NNTU department may issue whatever additional directives and memoranda deemed necessary to clarify the intent of these policies and procedures.
13. Amendment to the Wireless Device Service Policy and Procedures
The policy and procedures may be amended when necessary with the approval of the Health, Education, and Human Services Committee.