

# Navajo Nation Telecommunication & Utilities



## Two Way Radio Section

# NNCC

## **Mission Statement:**

**Provide quality and affordable telecommunications and utilities service for the Navajo Nation Governmental offices.**

## **Vision Statement:**

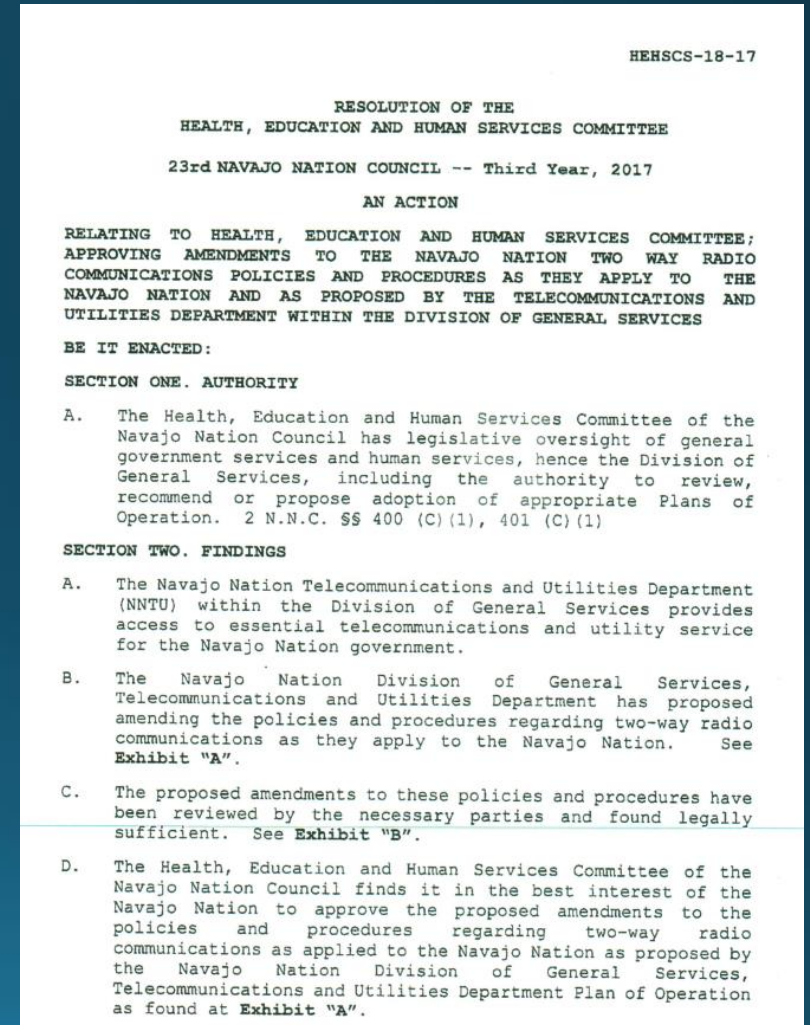
**“Connecting & Energizing the Nation”**

# Approval of Two Way Radio Policy & Procedures HEHSCS-18-17

Last amendment was approved by our  
oversight committee Human, Education,  
Human

Services Committee on  
September 11, 2017

- \* Removed references to forms
- \* Updated oversight committee
- \* Deleted inventory form details
- \* Inserted reference to operation of Radio Shop



# Two Way Radio Policy & Procedure

## Request for services

- \* Definitions
- \* Procedures : Procurement of new equipment
- \* Two way work order Information
- \* Billing and payment
- \* Outside vendors
- \* Annual Inventory
- \* Department & Employee Responsibilities
- \* FCC Licenses
- \* Two way radio section contact information
- \* Questions & Answers





# Two Way Radio Policy & Procedure

## Purpose:

NNTU seeks to provide a state-of-the-art two way radio frequency communication network 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 communications 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.



# Definitions

- \* **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 at 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.



# Procedure - Procurement Of Two Way Radio Equipment



All two way radio repair services shall be requested to NNTU by completing the required two way radio work order request form for the following:

- \* Installation, removal and programming
- \* Repair and maintenance

NNTU shall be included in the procurement of all two way radio equipment for the Navajo Nation.

- \* provide technical assistance in acquiring standardized equipment.

All procured equipment shall be delivered (shipped) to Navajo Nation Property Management for proper accounting and tagging.



# Two Way Radio Work Order Information

- \* District/Department Name:
- \* Date:
- \* Requestor's Name:
- \* Signature/Supervisor's Signature:
- \* Contact Number:
- \* Equipment Type: (Portable, Vehicle #, Console, etc.)
- \* Serial Number (Is a Must to complete)
- \* Model/Make/Brand Name:
- \* Property tag #:
- \* Equipment Ownership: (Dept. Purchase/Owned, NNTU purchased & Assigned)
- \* Description of Service Request: (Removal, Installation, Programming, etc.)
- \* Specify problem: (Be specific)

<b>TWO WAY RADIO EQUIPMENT WORK ORDER</b>					
<i>(Complete one work order for each equipment)</i>					
Department Name:				Date:	
Requestor's Name:				Signature:	
Supervisor's Signature:				Contact #:	
(For Customer Owned Equipment, Dept. will be charged for all services requested)					
Equipment Type: <i>(Please Check all that apply)</i>			Equipment Ownership:		
<input type="checkbox"/> Portable	Serial Number:		<input type="checkbox"/> NCCO Leased		
<input type="checkbox"/> Vehicle # _____	Model Number:		<input type="checkbox"/> Dept. Purchased/Owned		
<input type="checkbox"/> Repeater/Base Station	Manufacture Name:		<input type="checkbox"/> NTNU Purchased		
<input type="checkbox"/> Dispatch Console	Property tag #:		<input type="checkbox"/> & Assigned		
Description of Service Request: <i>(Please Check all that apply)</i>					
<input type="checkbox"/> Removal	<input type="checkbox"/> Programming	<input type="checkbox"/> Equipment			
<input type="checkbox"/> Installation	<input type="checkbox"/> Power problems	<input type="checkbox"/> Equip. Return			
<input type="checkbox"/> Not receiving	<input type="checkbox"/> Antenna	<input type="checkbox"/> Equip. Testing			
<input type="checkbox"/> Not transmitting	<input type="checkbox"/> Accessories	<input type="checkbox"/> Other			
Specify problem: _____ _____ _____					
<b>TO BE COMPLETED BY NAVAJO NATION TELECOMMUNICATION &amp; UTILITIES</b>					
NTNU Job Ticket #: _____		Shopware Entry: _____			
Customer Billing Account #: _____					
<b>TO BE COMPLETED BY NTNU RADIO TECHNICIAN</b>					
Time Start: _____		Serial Number: _____			
Time Stop: _____		Model Number: _____			
Miles Driven/Hours: _____		Manufacture Name: _____			
Total hours spent: _____		Property Number: _____			
<b>Qty.</b>	<b>Item/Parts:</b>	<b>Description:</b>	<b>Price:</b>	<b>Amount:</b>	
			Total:		
Work Completed: _____ _____ _____ _____ _____					
NTNU Signature/Date: _____			Customer Signature/Date: _____		

Phone: 928-971-7743      Fax: 928-971-7742      RevLst: DL1/LJ/S

# Billing And Payment

All costs associated with repair and maintenance will be handled as follows:

- \* NNTU owned equipment - all cost will be the responsibility of NNTU.
- \* Department owned equipment - all cost will be the responsibility of the department.

Departments shall budget for two way radio expenses as stipulated by the Navajo Nation Budget Instructions Manual.



# Vendors



# Annual Inventory

NNTU, in conjunction with departments, will be responsible for periodic inventory of two way radio and ancillary equipment.

- \* NNTU is responsible for maintaining a complete inventory of all Navajo Nation leased and department owned equipment.
- \* Each department is responsible for maintaining current inventory of leased and department owned equipment. And will complete the require inventory form and submit to NNTU.
- \* All unused, obsolete and irreparable equipment will be returned to NNTU. NNTU will take proper action and notify the Navajo Nation Property Management.





# Annual Inventory

\* NNTU will conduct an inventory on a quarterly basis in conjunction with the departments/programs and lessor on all two way radio equipment at all sites.

1. Type of Equip. (portable, mobile, base radio, remote console, dispatch console)
2. Serial Number (will find on screen, or in back of radio)
3. Brand/Make/Model
4. Equipment Assignment (Vehicle, Department or Employee **assignment**)
5. Leased or Ownership Information
6. Navajo Nation Property (Asset) Tag number (department owned only)
7. Warranty Information (department owned only)
8. Purchase date or lease start date



**INVENTORY**



# Navajo Nation Radio Users:

- Navajo Division of Public Safety
- Division of General Services
- Division of Natural Resources
- Division of Dine' Education
- Division of Community Development
- Judicial Branch
- Navajo Department of Transportation
- 72 Existing Police Radio Sites
- 1713 Police portable and Mobiles



# Department And Employee Responsibility

NNTU will ensure the proper usage and care of two way radio equipment:

- \* All departmental personnel shall utilize two way radio equipment for Navajo Nation government business only.
- \* All signed equipment shall be kept in good working condition by the employee.
- \* Any cost associated with the misuse and abuse of equipment shall be the responsibility of the employee.
- \* All stolen and vandalized equipment will require the employee to file a police report and be reported to NNTU within 24 hours.

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.



# FCC Licenses

NNTU will serve as the custodian of all two way radio frequency licenses issued to the Navajo Nation, which will include the following activities:

- \* Maintain a complete inventory of all licenses
- \* Renewal of licenses
- \* Modification of licenses as a result of changes to FCC rules and regulations
- \* Request for new licenses on behalf of the Navajo Nation







# Two Way Radio Contact Information

**Bruce Begay, Radio Technician**

**[brucebegay@navajo-nsn.gov](mailto:brucebegay@navajo-nsn.gov)**

**Desk Phone Number: 928-871-7823**

**Cell Number: 505-488-8675**

**Ernest Keedo Jr., Radio Technician**

**[ekeedo@navajo-nsn.gov](mailto:ekeedo@navajo-nsn.gov)**

**Desk Phone Number: 928-871-7748**

**Cell Number: 928-206-9937**

**Valentina Damon, Property Clerk**

**[vdamon@navajo-nsn.gov](mailto:vdamon@navajo-nsn.gov)**

**Desk Phone Number: 928-871-7743**



