

Navajo Nation Wireless Device Policies & Procedures

**Presented by
Wireless Section**

Vision Statement:

“Connecting and Energizing the Navajo Nation.”

Objective

- To Education Wireless Users
 - Informing you about Navajo Nation Wireless Device Policy & Procedures
 - We are here to help

Mission Statement:

“To Provide Quality and Affordable Telecommunication and Utilities Services for the Navajo Nation Government.”

Agenda

- Topics:
 - Statistics
 - Procurement of Service
 - Account Representatives
 - MDM-Mobile Device Management
 - Billing and Payments
 - Annual Inventory
 - Employee Responsibilities
 - Questions



Statistics



- On an annual basis, Navajo Nation spends approximately \$900,000 for wireless device services (Cellular-5620). This does not include purchase of the equipment which is captured under Non Cap-Equipment (4210)
- Reported Inventory:
 - #570 lines – Cellular One
 - #544 lines - Verizon Wireless
 - #95 lines - Other Cellular Carriers

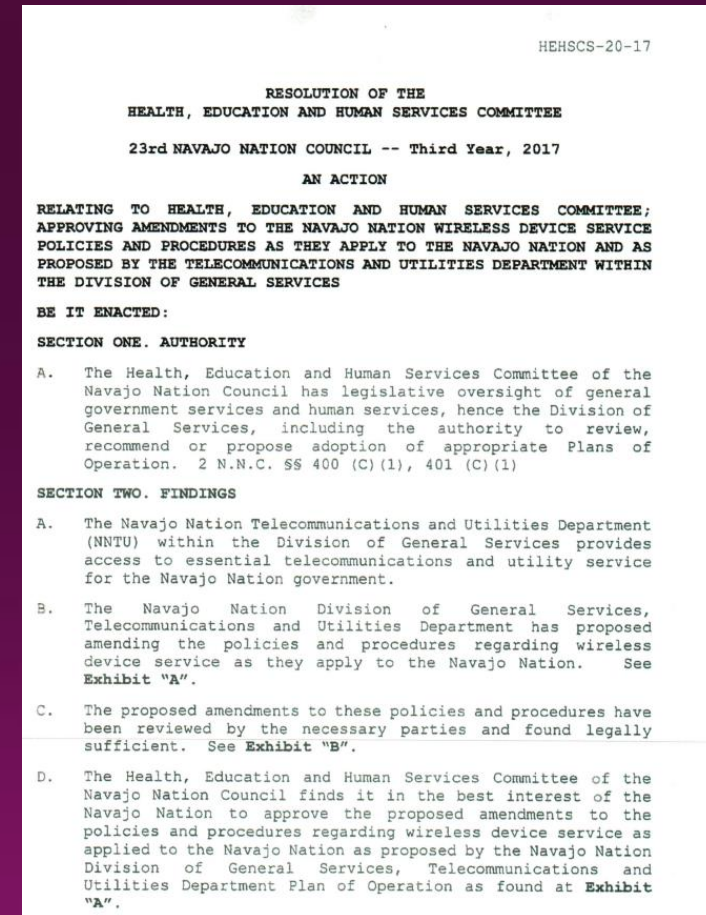


Approval of Wireless Device Policy & Procedures HEHSCS-20-17

➤ Last amendment was approved by our oversight committee Human, Education, Human Services Committee on September 11, 2017

➤ Amendments:

- ✓ Removed references to forms
- ✓ Updated oversight committee
- ✓ Changed billing responsibility to NNTU
- ✓ Changed equipment deliver to Property Management



Procurement of Service

- NNTU will 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.
 - Navajo Nation contract agreements with two service providers:
 - CellularOne of Northeast AZ
 - Verizon Wireless
 - All Navajo Nation governmental offices will be required to utilize these contractual agreements. No other service provider should be used.

High Level Contract Benefits

- Serves as procurement vehicle for all Navajo Nation offices
- Streamlines procurement
- Secures Government Pricing
- Addresses Accountability
- Consolidates Navajo Nation accounts
 - billing
 - inventory
- Easy On-line account access & inquiry



Account Representatives

Business Solution powered by Cellular One

Lisa Ann Windau Durbin

ldurbin@c1businesssolution.com

1-800-657-6395

Verizon Wireless – Government Major Account
Manager

Tribal and Federal Government Accounts

Chris Martin

Chris.martin@verizon.com

1-800-295- 1614

Request for Service

- All procurement for wireless phone service shall be requested through NNTU.
- The use of wireless phone service shall be used where critical communication is needed in conducting official Navajo Nation business.
- The service plan will be limited to the basic or standard service package required by the employee.

ORDER PROCESS FLOW

Step 1

- Cellular One or Verizon Wireless Representative provides a quote and sends to NN Employee.
- NN Employee prepares proper document to the Office of the Controller financial dept. for document approval.

Step 2


- Financial documents are reviewed and signed by Office of the Controller department, NNTU department, & Property Management department as required.

Step 3

- Once NN procurement requirements are approved, all equipment are processed by the Cellular One or Verizon Wireless Representatives.
- All equipment is shipped to Property Management dept., then delivered to NNTU Wireless section.

Procurement Prerequisites

- Departments will designate a specific point of contact (SPOC) and all procurement shall be requested by this designee(s).
- Current Fiscal Year's Expenditure Authorization Signature Form (EASF) for the business unit where all charges will be applied




THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

Date: |

MEMORANDUM

TO: Pearl Lee, Program Manager I



The Navajo Nation
Office of the Controller
Accounts Payable Section
PO Box 1600, Window Rock, AZ 86515
(928) 871-6433

THE NAVAJO NATION
EXPENDITURE AUTHORIZATION SIGNATURE FORM
Fiscal Year 2019

To: Office of the Controller Date: _____

The following individuals are authorized to incur expenses, make charges and sign documents against business units:

NAME AND TITLE OF AUTHORIZED INDIVIDUAL	SAMPLE SIGNATURE	TYPE OF AUTHORITY (SEE CODES BELOW)	DOLLAR LIMIT (IF ANY)

TYPE OF AUTHORITY CODES:

1. Approve purchase requisitions	7. Approve Interdepartmental Charges
2. Approve receiving reports	8. Approve SSO
3. Approve requests for direct payment	9. Approve PAF
4. Approve travel authorizations	10. Other _____
5. Approve travel reimbursements	11. Other _____
6. Approve travel advances	12. Other _____

Special Instruction or Comments:

Your office will receive a new "Expenditure Authorized Signature Form" whenever 1) an individual listed below terminates or loses his/her authority; 2) additional individuals are granted authority; 3) changes are made to business units.

Approved by: _____ _____ (Name Printed) _____ (Title)

Concur: _____ _____ (Name Printed) _____ (Title)

Concur: _____ _____ (Name Printed) _____ (Title)

Mobile Device Management

- MaaS360:
 - Application that is installed on a mobile device
 - NNTU Admin creates login credentials for installation
 - Allows:
 - Provides ability to provision, manage and secure corporate devices
 - Features device enrollment, configuration and security policy management
 - Device actions: send a message, locate, lock and wipe a device.

IBM MaaS360



BILLING PROCESS FLOW

Step 1

- As of October 2018 all Cellular One & Verizon Wireless monthly billing statements are processed through NNTU Wireless section.

Step 2

- NNTU Wireless section will complete proper financial documents for payment and submit to the Office of the Controller as required.

Step 3

- Payment will be received by Cellular One or Verizon Wireless.

Budgeting

- Departments are to budget accordingly,
 - 4210-Non capitalized equipment
 - 5620-Cellular Service (Monthly reoccurring costs)
- All cost for equipment and monthly service is the full responsibility of the department

INVENTORY PROCESS FLOW

Step 1

- NNTU will contact the Point of Contact from the designated department for inventory information for all devices.

Step 2

- NNTU Wireless section will complete proper financial documents for payment and submit to the Office of the Controller as required.
- Departmental Point of Contact will provide inventory information to NNTU.

Step 3

- NNTU will review and address inventory concerns with designated point of contact

Annual Inventory

- Policy states:

NNTU will conduct in conjunction with Navajo Nation departments

- NNTU is responsible for maintaining a complete inventory.
- Navajo Nation departments are responsible for keeping a current inventory.

Employee Responsibilities

- Policy states:
 - For Navajo Nation Business Only
 - Keep within your allowable minutes, text messaging, and data usage
 - Absolutely No Downloading of music, movies, games, ring tone, ring back, etc.
 - No Collect Calls
 - Directory Assistance is prohibited.
 - No 900 Calls or similar numbers

Employee Responsibilities Cont.

- Wireless equipment should be kept in good working condition
- Operating of wireless equipment is subject to FCC Rules & Regulations
- Failure to comply will result in termination of services

Contact Information

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Systems Technician

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ANY
QUESTIONS
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