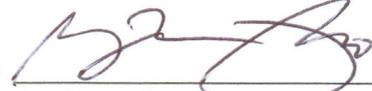




**MEMORANDUM**

TO : DIVISIONS, DEPARTMENTS, PROGRAM AND BRANCHES  
THE NAVAJO NATION

FROM :   
Ben Manuelito, Department Manager III  
Fleet Management Department

DATE : December 08, 2011

SUBJECT : Fleet Vehicles & Automobile Insurance

Last fiscal year Fleet Management procured 245 vehicles for assignment to various divisions, departments, programs, and Branches, and during the course of the fiscal year three (3) vehicles were deemed total loss from vehicle accidents.

Risk Management indicated that the three (3) vehicles did not obtain the necessary automobile insurance and Fleet's investment was affected due to no coverage and is unable to replace the vehicles. For 2012 fiscal year, Risk Management issued a memorandum dated July 08, 2011, copy attached, indicating that all Navajo Nation vehicles are required to maintain proof of financial responsibility (insurance) as mandated by law, and if requested by any Law Enforcement Agency having jurisdiction. Additionally, the Navajo Nation Motor Vehicles Operator's Handbook, Section 2.2 Management, requires that each vehicle must have a properly executed Vehicle Assignment Form, Proof of Insurance and safe vehicle operation.

Recently, Fleet Management met with Risk Management to discuss the number of vehicles affected, where a vehicle operator would not be able to show proof of financial responsibility, and discovered that 12% of the fleet is affected. In consideration of the foregoing, it was deemed appropriate to deactivate fuel cards for the affected vehicles, effective December 30, 2011. This action will reduce or eliminate the potential for loss and liability to the Navajo Nation. Please ensure that your division, department, program, and Branch complete and submit the necessary Underwriting Exposure Summary packet to Risk Management for insurance coverage and remit premiums prior to this date. After this date, affected vehicles should be parked until the foregoing has been completed, otherwise personal liability may be at risk. This process should have been completed the first month of the fiscal year, certainly not during the third month of the fiscal year; and for the other 88% of the fleet, services you provide will not be impacted.

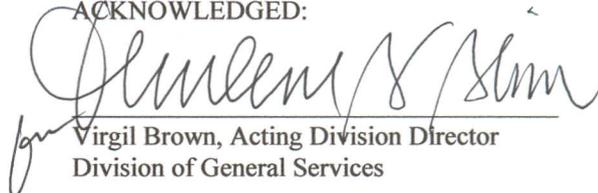
If you should have any questions concerning the packet please contact Risk Management at (928) 871-6335. Thank you for your understanding and cooperation.

CONCURRENCE:



Charlene Chapman, Program Supervisor I  
Risk Management Program

ACKNOWLEDGED:



Virgil Brown, Acting Division Director  
Division of General Services

xc: Jefferson Tsosie, Department Manager II, ISD  
Arita Yazzie, Advocate, DOJ



**THE  
NAVAJO  
NATION**

**RISK MANAGEMENT PROGRAM**

P.O. BOX 1690

• WINDOW ROCK, ARIZONA 86515-1690 •

(928)871-6335

Ben Shelley  
PRESIDENT

Rex Lee Jim  
VICE-PRESIDENT

**M E M O R A N D U M**

TO ALL DIVISIONS, DEPARTMENTS, PROGRAMS and CHAPTERS  
THE NAVAJO NATION

FROM   
Charlene B. Chapman, Program Supervisor I  
Risk Management Program

DATE July 8, 2011

SUBJECT AUTOMOBILE INSURANCE

All Navajo Nation vehicles are required to maintain proof of financial responsibility (insurance) as mandated by law and if requested by any Law Enforcement Agency having jurisdiction. **Please be advised, the current Automobile Insurance Card issued for policy year October 1, 2010 to October 1, 2011 expires effective October 1, 2011.**

**The premiums for Auto Liability coverage is \$173.84 per vehicle. The premiums for Auto Physical Damage varies and depends on the vehicle type. To avoid any lapse in Auto Physical Damage and Auto Liability coverage, premiums are required to be paid for all lines of self-insurance (auto physical, auto liability, general liability and property). If payment is not received, coverage will be cancelled and Verifications of Coverage and Automobile Insurance Cards will not be issued. (Premiums cannot be prorated)**

In order to ensure coverage is in place effective October 1, 2011, each program, department, division and/or chapter will be responsible for completing an Underwriting Exposure Summary packet for 2012 and return to the Risk Management Program. This packet is available in the 2012 Budget Instructions and Policy Manual and on the OMB website at [www.omb.navajo-nsn.gov](http://www.omb.navajo-nsn.gov). The Risk Management Program will then issue an invoice for **all** insurance premiums which will have to be paid prior to releasing the Automobile Insurance Cards for the listed vehicles.

Since this is a timely process, please submit the Underwriting Exposure Summary packets by August 19, 2011 to avoid any delay. Requests will be processed in the order they are received. Insurance Cards are scheduled to be released on October 3, 2011 (**provided premiums have been paid**).

**Risk Management will not issue/release any Automobile Insurance Cards unless the Underwriting Exposure Summary packet is submitted and premiums have been paid.**

If you have any questions, please feel free to contact our office at (928)871-6335.

cc: Jefferson Tsoeie, Program Manager, Insurance Services Department  
Virgil Brown, Division Director, Division of General Services  
Anta M. Yazzie, Advocate, Department of Justice