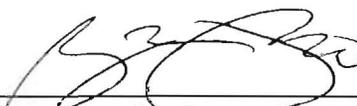




MEMORANDUM

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

FROM :   
Ben Manuelito, Department Manager III  
Fleet Management Department

DATE : September 17, 2013

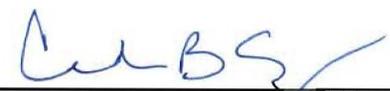
SUBJECT : Fleet Vehicles & Automobile Insurance

For fiscal year 2014, Risk Management issued a memorandum dated August 20, 2013, 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 exercise safe vehicle operation.

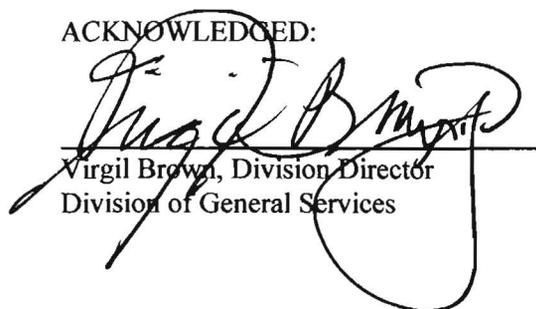
Fleet Management conferred with Risk Management to ensure that all vehicle operators would be able to show proof of financial responsibility effective October 01, 2013, and agreed to deactivate fuel cards for any affected vehicles not insured. If your assigned vehicle is not insured after October 31, 2013, deactivation of fuel cards will occur, as 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. Beginning November 01, 2013, any affected vehicles should be parked until the foregoing has been completed, otherwise personal liability may be at risk. Please take appropriate and responsible action as soon as possible so as not to impact services you provide.

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, Division Director  
Division of General Services

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



THE  
NAVAJO  
NATION

P.O. BOX 1690

RISK MANAGEMENT PROGRAM  
WINDOW ROCK, ARIZONA 86515-1690

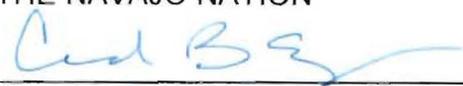
(928)871-6335

Ben Shelly  
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 August 20, 2013

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, 2012 to October 1, 2013 expires effective October 1, 2013, 12:01 AM.**

The 2014 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 coverage (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, 2013, each program, department, division and/or chapter will be responsible for completing an Underwriting Exposure Summary packet for 2014 and return to the Risk Management Program. This packet is available in the 2014 Budget Instructions and Policy Manual and on the OMB website at [www.omb.navajo-nsn.gov](http://www.omb.navajo-nsn.gov). **This packet was due to the Risk Management Program on August 16, 2013.** 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.

Requests will be processed in the order they are received. Insurance Cards are scheduled to be released on October 1, 2013 (**provided ALL 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