



MEMORANDUM

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

FROM :   
Ben Manuelito, Department Manager III  
Fleet Management Department

DATE : September 15, 2014

SUBJECT : Fleet Vehicles & Automobile Insurance

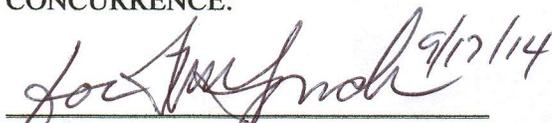
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For fiscal year 2015, Risk Management issued a memorandum dated September 15, 2014, copy attached, indicating that all Navajo Nation vehicles are required to maintain proof of financial responsibility (insurance) as mandated by law, and if requested 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.

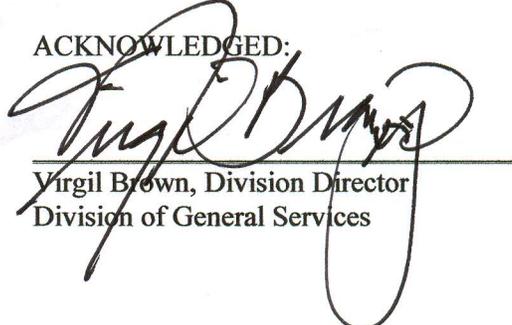
Fleet Management conferred with Risk Management to ensure that all vehicle operators be able to show proof of financial responsibility effective October 01, 2014, and agreed to deactivate fuel cards for any vehicles not insured. If your assigned vehicle is not insured after October 31, 2014, deactivation 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, 2014, 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

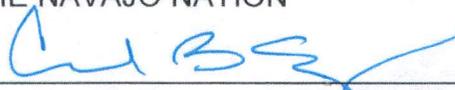
Ben Shelly  
PRESIDENT

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 September 15, 2014

SUBJECT AUTOMOBILE INSURANCE

All Navajo Nation owned 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, 2013 to October 1, 2014 expires effective October 1, 2014, 12:01 AM.**

The 2015 premiums for Auto Liability coverage is \$144.28 per vehicle (*Auto Liability coverage does not extend to GSA vehicles*). 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, 2014, each program, department, division and/or chapter will be responsible for completing an Underwriting Exposure Summary packet for 2015 and return to the Risk Management Program. This packet is available in the 2015 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 15, 2014.** 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, 2014 (**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  
Arita M. Yazzie, Advocate, Department of Justice



**THE  
NAVAJO  
NATION**

**RISK MANAGEMENT PROGRAM  
POST OFFICE BOX 1690  
WINDOW ROCK AZ 86515  
(928) 871-6335 FAX: (928) 871-6087**

**Ben Shelly  
President**

**Rex Lee Jim  
Vice President**

TO: WHOM IT MAY CONCERN  
FROM:   
Charlene B. Chapman, Program Supervisor I  
ISD/Risk Management Program  
DIVISION OF GENERAL SERVICES  
DATE: OCTOBER 1, 2013  
SUBJECT: DELEGATION OF AUTHORITY  
~ FY-2014 ~

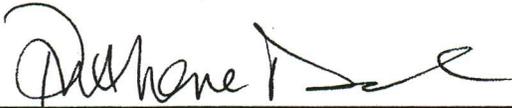
Please be advised that due to the delegation of authority given to the staff of Risk Management, there will be some occasions where the delegated member will be out of the office. In this event, by this notice, one of the staff members will assume delegation to act in their absence. This delegation has the same effect and carries the same authority as that of the program supervisor.

The following staff will handle those matters that are routine and pertaining to Risk Management, except personnel actions, including signature authority, unless it is felt it requires the attention of the program supervisor.

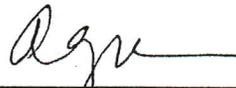
1. Dorothea Dedman, Senior Insurance Claims Analyst
2. Annie Gorman, Insurance Claims Analyst
3. William Lynch, Program Supervisor I
4. Carmecita Navaho, Insurance Claims Examiner

The Delegation of Authority for Risk Management Program is effective immediately. Your cooperation with the staff is appreciated.

**ACKNOWLEDGEMENT:**



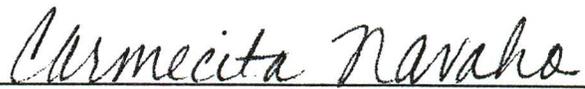
Dorothea Dedman, Senior Ins. Claims Analyst



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William Lynch, Program Supervisor I



Carmecita Navaho, Insurance Claims Examiner