



THE  
NAVAJO  
NATION

FLEET MANAGEMENT • P.O. BOX 608 • WINDOW ROCK, ARIZONA 86515 • (928) 871-6425 • Fax (928) 871-7038  
JOE SHIRLEY, JR. PRESIDENT BEN SHELLY VICE-PRESIDENT

MEMORANDUM

Fleet Management

Window Rock  
Administration  
(928) 871-6425

Window Rock  
Fleet Service Center  
(928) 871-6428

Window Rock  
Auto Body Shop  
(928) 871-6424

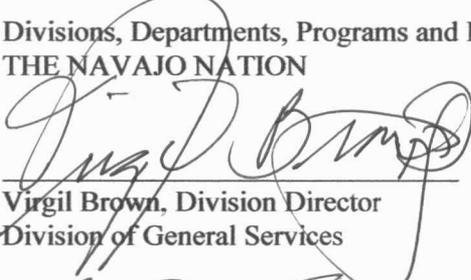
Chinle  
Fleet Service Center  
(928) 674-2204

Crownpoint  
Fleet Service Center  
(505) 786-2270

Shiprock  
Fleet Service Center  
(505) 386-1195

Tuba City  
Fleet Service Center  
(928) 283-3368

TO : Divisions, Departments, Programs and Branches  
THE NAVAJO NATION

THROUGH:   
Virgil Brown, Division Director  
Division of General Services

FROM :   
Ben Manuelito, Department Manager III  
Fleet Management Department

DATE : May 14, 2010

SUBJECT : Assigned Vehicle Replacement – Assessment

The Motor Vehicle Operator's Handbook (Handbook) indicates that Navajo Nation Branch Chiefs have primary responsibility to ensure that assigned Navajo Nation vehicles are used in accordance with the requirements of the Handbook. Included is the assessment of vehicle requirements to meet their transportation needs for the issuing year and to the extent possible, for the next two (2) years.

Fleet Management feels that it is important for programs, departments, divisions, and branches to assess vehicle replacement as an essential part of their fiscal year planning. The procurement of 331 vehicles in fiscal year 2009 and 315 vehicles during fiscal year 2007 necessitates that Fleet Management consider its vehicle replacement strategy upon retirement of the debt service of the 2007 procurement. Fleet Management must contemplate keeping vehicles in service longer, no vehicle procurement or a much smaller purchase; and anticipate returning of assigned Navajo Nation vehicles as a result of budget deliberations.

Therefore, Fleet Management is requesting that your office assess your transportation needs using the attached form so that we can also carefully plan our replacement strategy. Additionally, the Motor Vehicle Review Board has stressed downsizing (from full size to mid-size vehicles) and standardization (vehicle manufacturer) with all vehicle procurements. If your office acquired a vehicle separate from our lease-purchase arrangement, then your office should consider a vehicle replacement plan as well. Please return the form, to Fleet Management, no later than May 28, 2010, at 5:00 PM. Specialized vehicles will be dealt with differently. You may access the Vehicle Assessment form from Fleet's website, under announcements, at [www.fleet.navajo.org](http://www.fleet.navajo.org)

xc: Branch Chiefs

ATTACHMENT: