



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 SHELLEY  
VICE- PRESIDENT

**MVRB MEMBERS**

**MEMORANDUM**

*Stanley Yazzie*  
*Executive Branch.*  
*Chairman*

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

*Shirley Barney*  
*Executive Branch*  
*Vice-Chairman*

FROM :   
Stanley Yazzie, Chairperson  
Motor Vehicle Review Board

*Jayme Platero*  
*Legislative Branch*  
*Member*

DATE : April 09, 2007

*Lawrence John*  
*Legislative Branch*  
*Member*

SUBJECT : Vehicle Acquisitions

*Edward Martin*  
*Judicial Branch*  
*Member*

*Dan Vincenti*  
*Judicial Branch*  
*Member*

*Ben Manuelito*  
*Fleet Management*  
*Non-voting Member*

Pursuant to 2 N.N.C. § 3551 *et seq.*, the Motor Vehicle Review Board (MVRB) is authorized to approve all acquisitions, specifications, configurations, and quantities of vehicles to be purchased, leased or rented by the Navajo Nation, including Navajo Nation Chapters.

All proposed vehicle acquisitions must be coordinated through and performed by the Fleet Management Department, and approved by the MVRB. If a department is requesting an outright purchase utilizing department, grant or contract funds, there are several steps that must occur prior to seeking MVRB approval, they are:

1. Written justification for the purchase.
2. Specifications, configurations, number of vehicles and any specialized equipment needed for the vehicles.
3. Verification of funds availability via copy of the requesting department's grant or contract budget and identification of the account that will be used for the purchase.

Upon completion of the above, Fleet Management will then place the item on the agenda for the next regularly scheduled MVRB meeting. At that time, the requesting department manager or supervisor will present their request to the MVRB for consideration of the acquisition, referencing the documentation submitted to Fleet Management. Unless there are any questions or clarifications needed, the MVRB will act on the request. MVRB meetings are generally held in Window Rock on the second Wednesday of every month.

*To: Divisions, Departments, Programs, and Branches, The Navajo Nation*  
*From: Stanley Yazzie, Chairperson, Motor Vehicle Review Board*  
*Re: Vehicle Acquisitions*  
*April 09, 2007*  
*Page 2*

If the acquisition is approved by the MVRB, Fleet Management will then work with the requesting department in developing a formal invitation for bid document, a referral to Purchasing Services for public advertisement to comply with the Navajo Nation Procurement Rules & Regulations, and a referral to the Insurance Services Department for proper insurance coverage. If disapproved or tabled, the MVRB will indicate to the presenter the basis for this action.

Physical delivery of all vehicles must be to the Fleet Management Department in Window Rock, and the Fleet Coordinator will coordinate all documentation on registration, titling, licensing, insurance, and vehicle assignments. Unless otherwise allowed by the MVRB, the color of the vehicle to be specified on all vehicle acquisitions is white. The Purchasing Department is prohibited from issuing a purchase requisition until the foregoing has been completed.

For long or short-term leasing or rental of vehicles please refer to the same steps required to purchase a vehicle and specify the length of the rental or leasing period involved. If a vehicle is being donated to the Navajo Nation the receiving department or program must seek legislative approval for accepting gifts valued at \$1,000 or more, then request MVRB approval for vehicle assignment. Coordination with the Property Department will be necessary to properly title the vehicle being donated to the Navajo Nation.

If the rental of a vehicle is to a Navajo Nation employee for official travel related business and a Travel Authorization has been properly executed, please refer to the Navajo Nation Travel Office for assistance.

If you should have any questions, please contact Fleet Management. Your cooperation and adherence to the foregoing is expected and appreciated.

xc: Isabelle Yazzie, Accounting Manager, Purchasing Services  
Edison Blatchford, Property Supervisor, Property Department  
Ben Manuelito, Department Manager III, Fleet Management

---

**Motor Vehicle Review Board Members**

EXECUTIVE BRANCH:  
Stanley Yazzie  
Shirley Barney

JUDICIAL BRANCH:  
Edward Martin  
Dan Vincenti

LEGISLATIVE BRANCH:  
Jayme Platero  
Lawrence John

NON-VOTING MEMBER  
Ben Manuelito