



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

MEMORANDUM

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

FROM : 
Stanley Yazzie, Chairperson
Motor Vehicle Review Board

DATE : April 09, 2007

SUBJECT : Vehicle Assignments

Pursuant to 2 N.N.C. § 3551 *et seq.*, the Motor Vehicle Review Board (MVRB) is authorized to approve all Navajo Nation vehicle assignments, including revocation of any vehicle assignment previously made if it deems departmental responsibility for proper use has not been exercised.

All proposed vehicle assignments must be coordinated through the Fleet Management Department and approved by the MVRB. The MVRB authorizes all permanent vehicle assignments based on justification, funds and vehicle availability. Conditions of assignment may include, but are not limited to, issuance of insurance, hours of permissible use, authorized drivers, parking requirements, decals, special equipment, and take home authorization. The steps for requesting an assignment of a Navajo Nation vehicle are:

1. Submit written request to the Fleet Management Department with justification and type of vehicle needed, keeping in mind the official-use-only policy.
2. Written request must include a copy of the requesting department's current budget indicating that funds are available for the cost of monthly vehicle rental and mileage.

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 assignment, 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.

MVRB MEMBERS

Stanley Yazzie
Executive Branch
Chairman

Shirley Barney
Executive Branch
Vice-Chairman

Jayne Platero
Legislative Branch
Member

Lawrence John
Legislative Branch
Member

Edward Martin
Judicial Branch
Member

Dan Vincenti
Judicial Branch
Member

Ben Manuelito
Fleet Management
Non-voting Member

To: Divisions, Departments, Programs and Branches, The Navajo Nation

From: Stanley Yazzie, Chairperson, Motor Vehicle Review Board

Re: Vehicle Assignments

April 09, 2007

Page 2

If the vehicle assignment is approved by the MVRB, Fleet Management will then work with the requesting department in reviewing current vehicle inventory and completing the Navajo Nation Vehicle Assignment Form, which involves listing of the relevant account numbers so that all vehicle charges can be assessed correctly. Depending on the current vehicle inventory, certain make and model of specific types of vehicles might not be readily available. In such case, the requesting department will be contacted when the particular type of vehicle requested is available.

If disapproved or tabled, the MVRB will indicate to the presenter the basis for this action. In the interim, Fleet Management can rent on a daily or multiple days' basis a suitable vehicle from their rental fleet. A daily rental charge will be applied, in addition to the corresponding mileage rate.

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

xc: 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:

Jayne Platero

Lawrence John

NON-VOTING MEMBER

Ben Manuelito