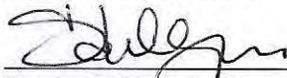




March 08, 2023

MEMORANDUM

TO : DIVISIONs, DEPARTMENTs, PROGRAMs, and BRANCHES
 THE NAVAJO NATION

FROM : 
 Sandra Dalgai, Chairperson
 Motor Vehicle Review Board

SUBJECT : Vehicle Acquisitions

Pursuant to 2 N.N.C. § 3551 *et esq.*, the Motor Vehicle Review Board (MVRB) is authorized to approve all acquisition, 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’s 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, configuration, 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.

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.

MVRB Members

Sandra Dalgai
 Chairperson
 JUDICIAL BRANCH

Linda Youvella
 Vice-Chairperson
 LEGISLATIVE BRANCH

Cheron Watchman
 Member
 JUDICIAL BRANCH

Manuel Rico
 Member
 LEGISLATIVE BRANCH

John Tsosie
 Member
 EXECUTIVE BRANCH

Marvin Murphy
 Member
 EXECUTIVE BRANCH

Raymond Holyan
 Fleet Management
 Non-voting Member

Physical delivery of all vehicles must be to the Fleet Management Department in Window Rock, and the Fleet Coordinators 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 time to rent or lease for each vehicle. If a vehicle is being donated to the Navajo Nation, the receiving department or program must seek legislative approval for accepting gifts valued at \$1,000.00 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 issued to a Navajo Nation employee for official travels, related businesses, and a Travel Authorization has been properly executed, please refer to the Navajo Nation Travel Office for assistance.

If you should have any question, please contact Fleet Management Department at (928) 871-6425. Your cooperation and adherence to the foregoing is expected and appreciated.

Xc Branch Chiefs
 The Navajo Nation
 Darlene A. James, Program Manager I, Property Management
 Delegated Accounting Manager, Purchasing Services
 Raymond Holyan, Department Manager III, Fleet Management