

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
Of the 23<sup>rd</sup> Navajo Nation Council--Second Year 2016

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
AMENDING AND APPROVING THE DEPARTMENT OF INFORMATION TECHNOLOGY  
PLAN OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

A. The Health, Education and Human Services Committee (HEHSC) of the Navajo Nation Council serve as legislative oversight over the Division of General Services to review, recommend or propose the adoption, amendment or rescission of its Plan of Operation. 2 N.N.C. § 401 (C) (1).

SECTION TWO. FINDINGS

- A. The Department of Information Technology (DIT) is within the Division of General Services.
- B. The last revision to the DIT Plan of Operations was in 1999, attached as **Exhibit A**.
- C. A revision to the DIT Plan of Operation was needed in order to update the general functions of the DIT.
- D. The Navajo Nation finds it is in the best interest of the Navajo People to approve the amended changes to the Department of Information Technology's Plan of Operation.

SECTION THREE. APPROVING THE AMENDED DEPARTMENT OF INFORMATION  
TECHNOLOGY PLAN OF OPERATION

The Navajo Nation hereby approves the amended Plan of Operation for the Department of Information Technology attached as **Exhibit B**.

CERTIFICATION

I, hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the 23<sup>rd</sup> Navajo Nation Council at a duly called meeting at Casamero Lake Chapter, Casamero Lake, New Mexico, at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 19th day of September, 2016.



Norman M. Begay, Vice-Chairperson  
Health, Education and Human Services Committee  
Of the 23<sup>rd</sup> Navajo Nation Council

Motion : Honorable Peterson B. Yazzie  
Second : Honorable Nelson S. BeGaye  
Vice-Chairperson not voting



Department of Information Technology

PLAN OF OPERATION

I. ESTABLISHMENTS

There is hereby established the Department of Information Technology within the Division of General Services, Executive Branch, Navajo Nation Government. The Government Services Committee of the Navajo Nation Council shall provide legislative oversight to the Department of Information Technology, pursuant to 2 N.N.C. § 343(B)(4).

II. PURPOSE

The purpose of the Department of Information Technology shall be:

1. To carry out the directives of Navajo Nation Council Resolution CJY-34-92, as amended, which specifically mandates the creation of an "Open Information Environment" among the governmental entities of the Navajo Nation, and to assign responsible parties to coordinate the use and development of the computer technology to achieve an open information- sharing environment.
2. To implement an overall computer information strategy which provides quality and timely computer related services to the programs, departments, divisions and branches of the Navajo Nation government.
3. To achieve distributed processing of selected financial transactions to the Agency and Chapter levels of the Navajo Nation government via computer technology.
4. To allow Agency and Chapter access to various Navajo Nation government data and information via computer technology.
5. To allow Agency and Chapter access to the "Internet" via computer technology.

III. STAFFING AND ORGANIZATION

A. STAFFING

1. There is hereby established position of Information Technology Coordinator in the Department of Information Technology.
  - a. Implement the open Information Environment as mandated by Navajo Nation Council Resolution CJY-34-92, as amended.
  - b. The Information Technology Coordinator shall be authorized to recommend additional professional, technical and clerical positions as needed to carry-out the purpose(s) stated herein. Additional positions shall be acquired in accordance with the Navajo Nation Personnel Policies and Procedures and within applicable budget rules established for conducting the annual Navajo Nation budget process.

2. All personnel of the Department of Information Technology shall be employed and compensated in accordance with applicable Personnel Policies and Procedures the Navajo Nation

#### B. ORGANIZATION

The Department of Information Technology shall be structured and tailored to obtain maximum operational goals and meet its established purposes. When necessary, the Department of Information organizational chart (attached hereto as Figure "A") may be amended to improve the operation and performance of the Department of Information Technology subject to the approval of the Government Services Committee of the Navajo Nation Council.

#### IV. RESPONSIBILITY AND AUTHORITY

On behalf of the Department of Information Technology, the Information Technology Coordinator hereby authorized and directed to:

1. Preside over the Standards Group established pursuant to Navajo Nation Council Resolution CJY-34-92m as amended, and work with the Navajo Nation technical support personnel to coordinate and facilitate strategic planning, coordinate technology acquisitions, establish and maintain technology standards, and inform respective Branch chiefs the Navajo Nation government of relevant information/technology issues and concerns as they arise.
2. Oversee matters pertaining to information/technology policy and procedures pursuant to Navajo Nation Council Resolution CJY-34-92, as amended;
3. Facilitate the productive use of information among all governmental agencies of the Navajo Nation and to coordinate the use and development of computer technology to accomplish an open information-sharing environment.
4. Provide guidelines and define responsibilities with respect to the protection of information and processing of data to ensure against loss, unauthorized modifications of data, improper destruction of data, and the misuse or unauthorized disclosure of data whether accidental or intentional.
5. Initiate and foster a working relationship through joint agreements with non-tribal entities such as the Bureau of Indian Affairs, Indian Health Services, State of Arizona, State of New Mexico, State of Utah and state, federally funded and private educational institutions to build a first-rate information infrastructure as related to the Navajo Nation. Pursuant to 2 N.T.C. § 824(b)(6), the intergovernmental Relations Committee is authorized to approve these types of joint agreements.
6. Report and be responsible to the Division Director of the Division of General Services.

7. Prepare an annual operating program budget.
8. Supervise and provide direction for all activities of the Department of Information Technology and delegate authority as necessary.
9. Provide leadership for exploring modern information computer technology to promote the sharing of data throughout the Navajo Nation.
10. Provide technical support, software support and maintenance services to the programs, departments, divisions and branches of the Navajo Nation government.
11. Implement and monitor special projects and programs as may be assigned.
12. Conduct periodic performance reviews of the Department of Information Technology.
13. Ensure that the mission, goals, objectives and philosophy of the Department of Information Technology are maintained and achieved.
14. Supervise and train staff for the proper and successful administration of the Department of Information Technology.
15. Recommend changes to the Navajo Nation Computing Environment Specifications. (Attachment "A")
16. Seek outside funding to implement an information infrastructure for the Navajo Nation government.
17. Maintain and continually seek improvement to existing data links to agency and chapter sites for links maintained by the Navajo Nation government.
18. Provide on-going computer training and orientation for Navajo Nation government employees concerning the purpose, and expected outcomes technology;
19. Represent the Department of Information Technology at all levels of planning.

#### V. LEGISLATIVE OVERSIGHT

The Government Services Committee of the Navajo Nation Council shall provide legislative oversight of the Department of Information Technology pursuant to 2 N.N.C. §343(B)(4)

#### VI. AMENDMENTS

This Plan of Operation may be amended from time to time upon recommendation by the Government Services Committee of the Navajo Nation Council pursuant to 2 N.N.C. §343(B)(4).



Department of Information Technology  
PLAN OF OPERATION

I. ESTABLISHMENT

There is hereby established the Department of Information Technology within the Division of General Services, Executive Branch, Navajo Nation Government. The ~~Government Services Committee~~ Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight to the Department of Information Technology, pursuant to 2 N.N.C. § ~~343(B)(4)~~ 401(C)(1).

II. PURPOSE

The purpose of the Department of Information Technology shall be to:

1. ~~To e~~ Carry out the directives of Navajo Nation Council Resolution CJY-34-92, as amended, which specifically mandates the creation of an "Open Information Environment" among the governmental entities of the Navajo Nation, and to assign responsible parties to coordinate the use and development of the computer oversee the use of information technology (IT) to achieve an open information sharing environment.
2. ~~To i~~ Implement and maintain an overall computer information strategy which provides quality and timely computer IT related services to the programs, departments, divisions and branches of the Navajo Nation government regardless of their funding mechanism.
3. ~~To achieve distributed processing of selected financial transactions to the Agency and Chapter levels of the Navajo Nation government via computer technology. Assume primary authority for the data guardianship Navajo Nation-wide IT management.~~
4. ~~To allow Agency and Chapter access to various Navajo Nation government data and information via computer technology. Ensure that suitable disaster recovery and business continuity IT strategy is developed, with the ensuing technical facility, infrastructure, components and restoral testing in place.~~
5. ~~To allow Agency and Chapter access to the "Internet" via computer technology. Enable secure online Chapter House access to various Navajo Nation governmental data and information such as automated selected financial transactions and access to the internet.~~
6. Promote and work towards the Department of Information Technology as the single IT authority for the Navajo Nation government, in order to facilitate the overall management and coordination of all IT and IT functions within the Navajo Nation government.
7. Develop and maintain Navajo Nation IT policies to ensure holistic coordination in the effective and efficient use of all IT resources.

8. Develop, review, and maintain Navajo Nation IT standards to ensure compatibility, efficiency and effectiveness of data and infrastructure.
9. Provide guidance to the Navajo Nation government and subsequently inform the branches of the IT planning, policies, standards and recommendations.
10. Support, coordinate, and collaborate to ensure Navajo Nation IT initiatives and projects are efficient.
11. Align common agencies' and chapters' business processes to create additional efficiency, effectiveness and economy of the Navajo Nation related to IT.

### III. STAFFING AND ORGANIZATION

#### A. STAFFING

1. The established position of ~~Information Technology Coordinator in~~ Director of the Department of Information Technology is authorized and designated to:

- a. Implement the open Information Environment as mandated by Navajo Nation Council Resolution CJY-34-92, as amended.
- b. ~~The Information Technology Coordinator shall be authorized to r~~ Recommend additional professional, technical and clerical or change staffing positions as needed to carry-out the purpose(s) stated herein. Additional positions shall be acquired in accordance with the Navajo Nation Personnel Policies and Procedures ~~and within applicable budget rules established for conducting the annual of the Navajo Nation budget process.~~

2. All personnel of the Department of Information Technology shall be employed and compensated in accordance with applicable Personnel Policies and Procedures of the Navajo Nation.

#### B. ORGANIZATION

The Department of Information Technology shall be structured and tailored to obtain maximum operational goals and meet its established purposes. ~~When necessary, the Department of Information Technology organizational chart (attached hereto as Figure "A") may be amended to improve the operation and performance of the Department of Information Technology subject to the approval of the Government Services Committee of the Navajo Nation Council.~~

### IV. RESPONSIBILITY AND AUTHORITY

On behalf of the Department of Information Technology, the ~~Information Technology Coordinator-Director~~ (or equivalent) is hereby authorized and directed to:

1. ~~Preside over the Standards Group established pursuant to Navajo Nation Council Resolution CJY-34-92, as amended, and w~~ Work with the Navajo Nation technical support personnel, through the IT Steering Committee, to coordinate and

facilitate strategic planning, coordinate technology acquisitions, establish and maintain technology standards, and inform respective Branch chiefs of the Navajo Nation government of relevant IT issues and concerns as they arise.

2. Oversee matters pertaining to ~~information/technology~~ IT policy and procedures pursuant to Navajo Nation Council Resolution CJY-34-92, as amended;
3. Facilitate the productive use of information among all governmental agencies of the Navajo Nation and to coordinate the use and development of ~~computer technology~~ IT to accomplish an open information-sharing environment.
4. Provide guidelines and define responsibilities with respect to the protection of information and processing of data to ensure against loss, unauthorized modifications of data, improper destruction of data, and the misuse or unauthorized disclosure of data whether accidental or intentional.
5. Initiate and foster a working relationship through ~~joint~~ agreements with ~~non-tribal entities such as the Bureau of Indian Affairs, Indian Health Services, State of Arizona, State of New Mexico, State of Utah~~ the federal government, state, and local government agencies and state, federally funded and private educational institutions to build a first-rate information infrastructure ~~as related to the~~ for the Navajo Nation. Pursuant to ~~N.T.C. § 824(b)(6), the Intergovernmental Relations Committee~~ 2 N.N.C. § 110 (J) shall require Health, Education and Human Services Committee (HEHSC) recommendation and approval by the Budget and Finance Committee pursuant to 2 N.N.C. § 301 (B)(15), is authorized to approve these types of joint agreements.
6. Report and be responsible to the Division Director of the Division of General Services.
7. Prepare an annual operating program budget.
8. Supervise and provide direction for all activities of the Department of Information Technology and delegate authority as necessary.
9. Provide leadership for exploring modern ~~information computer~~ technology to promote the sharing of data and information throughout the Navajo Nation.
10. Provide technical support, software support and maintenance services to the programs, departments, divisions and branches of the Navajo Nation government.
11. Implement and monitor special projects and programs as may be assigned.
12. Conduct periodic performance reviews of the Department of Information Technology.
13. Ensure that the mission, goals, objectives and philosophy of the Department of Information Technology are maintained and achieved.



14. Supervise and train staff for the proper and successful administration of the Department of Information Technology.
15. Recommend and develop changes to the Navajo Nation ~~Computing Environment Specifications.~~ (Attachment "A") IT policies.
16. Seek outside funding to implement an ~~information~~ IT infrastructure for the Navajo Nation government.
17. Maintain and continually seek improvement to existing data links connections to agency, district and chapter sites for links maintained by the Navajo Nation ~~government.~~
18. Provide on-going ~~computer~~ IT training and orientation for Navajo Nation government employees concerning the purpose, and expected outcomes of ~~computer~~ technology;.
19. Represent the Department of Information Technology at all levels of IT planning and use.
20. Conduct an annual review of IT operations of the Navajo Nation government to ensure IT utilized effectively across the Navajo Nation.
21. Work to improve the performance of the Navajo Nation government by identifying opportunities for IT innovation and funding.
22. Build IT alliance, involve other IT communities, and gain optimum IT performance and efficiencies within the Navajo Nation government and align with the Nation's IT Strategic Plan.
23. Ensure all IT project functions and all pertinent budget information are vetted against and agree with Navajo Nation IT Strategic Plan and IT project are implemented in compliance with the IT Strategic Plan and its standards, policies, and approvals.
24. Recommend for approval the planned budget amounts to complete IT projects and endeavors.
25. Review and make recommendations on the progress of all critical technical infrastructure projects within the Navajo Nation government to ensure the projects are completed.

## V. LEGISLATIVE OVERSIGHT

The ~~Government Services Committee~~ Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight of the Department of Information Technology pursuant to 2 N.N.C. § ~~343(B)(4)~~ 401(C)(1).

VI. AMENDMENTS

This Plan of Operation may be amended from time to time upon recommendation by the ~~Government Services Committee~~ Health, Education and Human Services Committee of the Navajo Nation Council pursuant to 2 N.N.C. § ~~343(B)(4)~~ 401(C)(1).



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



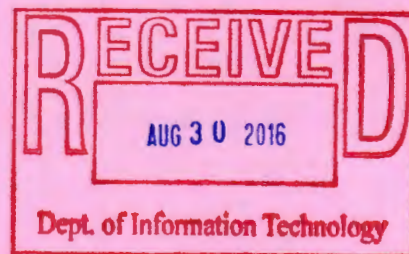
DOJ 08/22/16 11:14 DATE / TIME [ ] 7 Day Deadline DOC #: 006552 SAS #: UNIT: Hscw

[ ] RESUBMITTAL

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CLIENT TO COMPLETE: DATE OF REQUEST: 8/22/16, ENTITY/DIVISION: General Services, CONTACT NAME: Nelson Billy, DEPARTMENT: DIT, PHONE NUMBER: (928) 871-6320, E-MAIL: nbilly@navajo-nsn.gov, TITLE OF DOCUMENT: DIT Plan of Operation. DOJ SECRETARY TO COMPLETE: #70, DATE/TIME IN UNIT: 8/22/16 11:25, REVIEWING ATTORNEY/ADVOCATE: Mitchell, DATE/TIME OUT OF UNIT: 8/25/16 9:50, DOJ ATTORNEY / ADVOCATE COMMENTS: legally sufficient. REVIEWED BY: Michelle Begay, DATE / TIME: 8/23/16 11:10 am, SURNAMED BY: Kandis Martine, DATE / TIME: 8/24/16 9:29 am, DOJ Secretary Called: Herschel, for Document Pick Up on 8/25/16 at 9:50 By: gm, PICKED UP BY: (PRINT), DATE / TIME:

NNDJ/DRRF-July 2013



**EXECUTIVE OFFICIAL REVIEW**

Title of Document: DIT POO Final Contact Name: WOODIE, ROYETTA T.

Program/Division: DIVISION OF GENERAL SERVICES

Email: rwoodie@navajo-nsn.gov Phone Number: 928-871-6520

**Business Site Lease** Sufficient    Insufficient

- 1. Division: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_
- (only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review)
- 3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

- 1. Division: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

- 1. Office of Management and Budget: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Navajo Housing Authority Request for Release of Funds**

- 1. NNEPA: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Lease Purchase Agreements**

- 1. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_
- (recommendation only)
- 2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Applications**

- 1. Office of Management and Budget: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

- 1. Division: \_\_\_\_\_ Date: 8-22-16
- 2. Office of the Attorney General: \_\_\_\_\_ Date: 8/24/16

**Relinquishment of Navajo Membership**

- 1. Land Department: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Elections: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/>	<b>Land Withdrawal or Relinquishment for Commercial Purposes</b>			<b>Sufficient</b>	<b>Insufficient</b>
1.	Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases</b>				
1.	NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6.	DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7.	DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>Rights of Way</b>				
1.	NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6.	Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7.	OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease</b>				
1.	Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>Assignment of Mineral Lease</b>				
1.	Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)</b>				
1.	NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6.	DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7.	DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
8.	OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<b>OTHER:</b>				
1.	_____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
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5.	_____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>



NAVAJO NATION DEPARTMENT OF JUSTICE

REQUEST FOR SERVICES



DOJ 08-16-16 403p DATE/TIME RFS #: 16-1641 #2 UNIT: #596

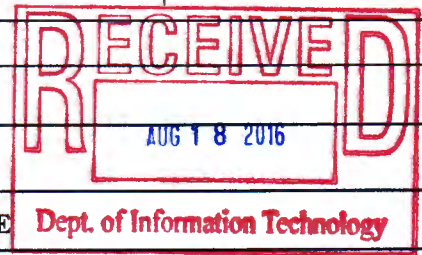
RESUBMITTAL

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CLIENT TO COMPLETE

DATE OF REQUEST: 8/16/16 ENTITY/DIVISION: General Services CONTACT NAME: Nelson Billy DEPARTMENT: Information Technology PHONE NUMBER: (908) 371-6500 E-MAIL:

COMPLETE DESCRIPTION OF LEGAL NEED AND SERVICES REQUESTED (attach documents): Dept. of Information Technology Plan of Operation Corrections.



DEADLINE: #68 REASON: DOJ SECRETARY TO COMPLETE: REVIEWING ATTORNEY/ADVOCATE: Michelle

DATE/TIME OUT OF UNIT: 8/18/16 @ 3:15pm PREPARED BY (initial): cb

DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient. This document requires Executive Official review before committee approval.

REVIEWED BY: (PRINT) Michelle Begay DATE / TIME 8/18/16 3:00 pm

DOJ Secretary Called: left VM for Nelson Billy for Document Pick Up on 8/18/16 at 3:13pm By: cb

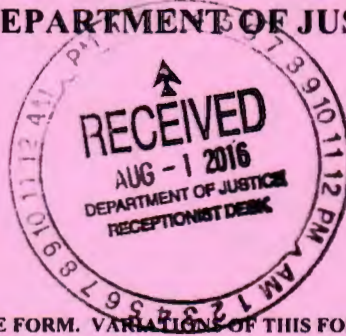
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COPY



NAVAJO NATION DEPARTMENT OF JUSTICE

REQUEST FOR SERVICES



DOJ 8/01/16 2:26 pm DATE/TIME RFS #: 16-1641 UNIT: HSGU

RESUBMITTAL

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CLIENT TO COMPLETE

DATE OF REQUEST: 8/10/2016 ENTITY/DIVISION: General Services CONTACT NAME: Nelson Billy DEPARTMENT: Information Technology PHONE NUMBER: (928) 871-6570 E-MAIL: n.billy@navajonm.gov

COMPLETE DESCRIPTION OF LEGAL NEED AND SERVICES REQUESTED (attach documents): Dept. of Information Technology - Plan of Operation

DEADLINE: REASON:

#57

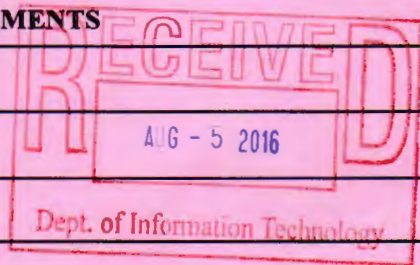
DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT 8/1/16 @ 3:10 REVIEWING ATTORNEY/ADVOCATE: Michelle

DATE/TIME OUT OF UNIT: 8/3/16 @ 8:55 PREPARED BY (initial):

DOJ ATTORNEY / ADVOCATE COMMENTS

See comments on document.



REVIEWED BY: (PRINT) Michelle Begay DATE/TIME 8/2/16 3:51 pm

DOJ Secretary Called: left voice mail msg for Document Pick Up on 8/3/16 at 8:55 By: jm

PICKED UP BY: (PRINT) DATE/TIME: