

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE  
OF THE 23<sup>rd</sup> Navajo Nation Council - Third Year, 2017

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; AMENDING  
AND APPROVING THE NAVAJO AIR TRANSPORTATION DEPARTMENT'S PLAN OF  
OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

A. The Health, Education and Human Services Committee of the Navajo Nation Council has legislative oversight of government services and hence the Division of General Services including the authority to review, recommend or propose adoption of its Plan of Operation. 2 N.N.C. § 400 (C) (1)

SECTION TWO. FINDINGS

- A. The Navajo Air Transportation Department is within the Division of General Services.
- B. The last revision of the Navajo Air Transportation Department Plan of Operation was in 1998. See Exhibit "A"
- C. Amending the Navajo Air Transportation Department's Plan of Operation is necessary in order to update the general functions of the Department and to reflect current law regarding the appropriate legislative oversight.
- D. The Navajo Nation finds it in the best interest of the Navajo People to approve the amended changes to the Department's Plan of Operation as found at Exhibit "B".

SECTION THREE. APPROVAL

The Health, Education and Human Services Committee hereby approves the amended Plan of Operation for the Navajo Air Transportation Department as found at Exhibit "B".

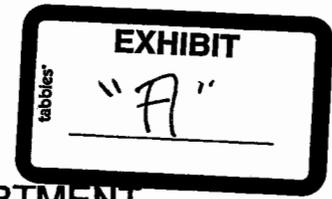
**CERTIFICATION**

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 in Chinle, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 25<sup>th</sup> day of May, 2017.



**Steven Begay, Pro Tem-Chairperson  
Health, Education and Human Service Committee**

**Motion : Honorable Nathaniel Brown  
Second : Honorable Nelson S. BeGaye**



## NAVAJO AIR TRANSPORTATION DEPARTMENT PLAN OF OPERATION

### I. ESTABLISHMENT

There is hereby established the Navajo Air Transportation Department within the Division of General Services of the Navajo Nation Government Executive Branch.

### II. PURPOSE

To provide safe and cost efficient air charter services for officials of the Navajo Nation Government by operating an Air Transportation Department and managing the following department sections:

- A. Administration
- B. Flight Operations
- C. Safety
- D. Aircraft Maintenance
- E. Training

### III. STAFFING AND ORGANIZATION

#### A. STAFFING

1. There is established the position of Director of Navajo Air Transportation. The Director of Navajo Air Transportation shall be hired by the Executive Director of the Division of General Services pursuant to Personnel Policies of the Navajo Nation Government and reports to the Executive Director of the Division of General Services.
2. The Director shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the organization purpose as stated herein. Additional positions shall be acquired in accordance with applicable Navajo Nation Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.

#### B. ORGANIZATION

The organizational chart for Navajo Air Transportation Department is displayed as Attachment - I.

#### **IV. RESPONSIBILITY AND AUTHORITY**

The Department Director and staff of Navajo Air Transportation are hereby authorized and responsible to:

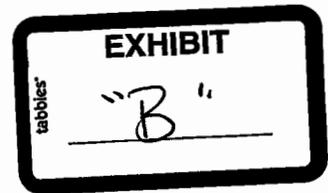
- 1) Provide the officials of the Navajo Nation with safe and cost efficient Air Charter Service.
- 2) Develop, organize, implement, administer, coordinate and monitor the department sections.
- 3) Ensure that the mission, goals, objectives and philosophy of the department are maintained and achieved.
- 4) Formulate overall administrative and operating policies pertaining to the Navajo Air Transportation Department and to take action necessary for their accomplishment.
- 5) Report and be responsible to the Executive Director of the Division of General Services.
- 6) Supervise all assigned personnel and delegate authority as necessary.
- 7) Direct and develop staff for the proper and successful administration of the department.
- 8) Abide by the Navajo Nation Personnel Policies and Procedures and shall in no way influence or pressure staff members on any political matters.
- 9) Develop and recommend policy changes, program plans and budgets.
- 10) Develop and implement (long and short-range) plans for the proper administration of program functions and accomplishments of goals and objectives.
- 11) Prepare, present, and submit appropriate reports and documents for approval.

#### **V. LEGISLATIVE OVERSIGHT**

The Government Services Committee of the Navajo Nation Council shall provide legislative oversight for the Navajo Air Transportation Department pursuant to 2 N.T.C. §343 (b)(4).

#### **VI. AMENDMENT**

This Plan of Operation may be amended by the Government Services Committee of the Navajo Nation Council as deemed necessary.



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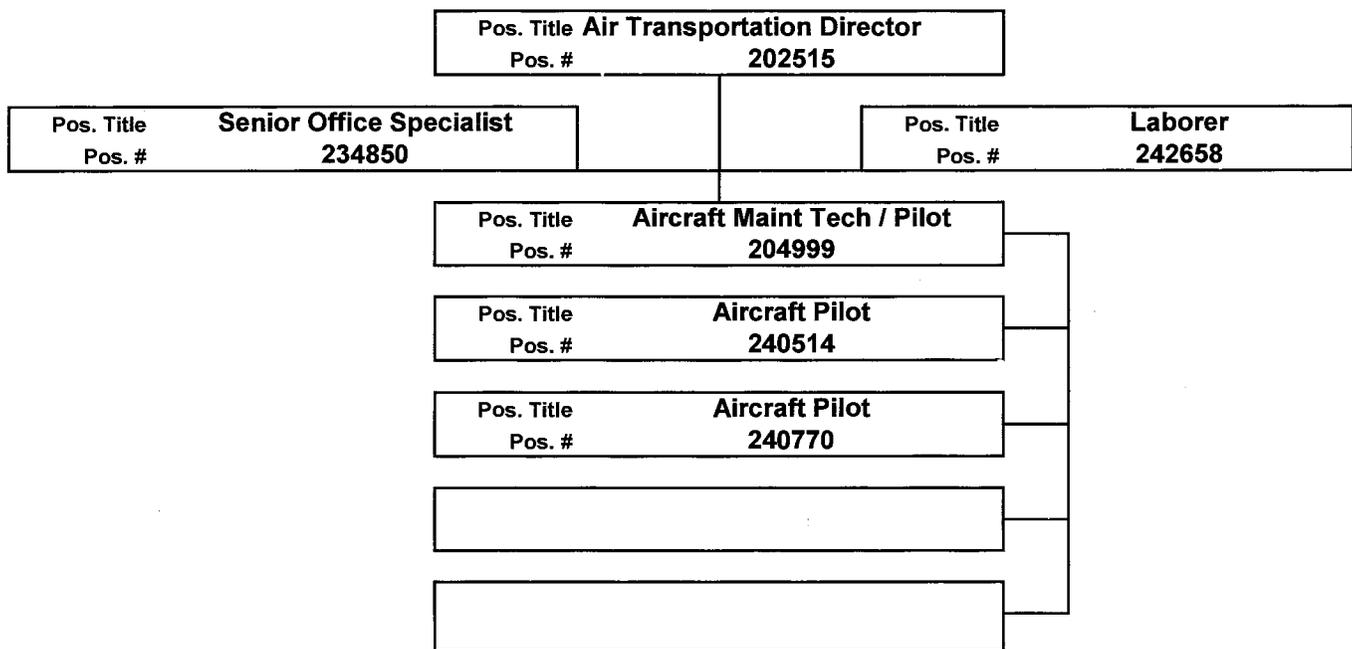
#### V. LEGISLATIVE OVERSIGHT

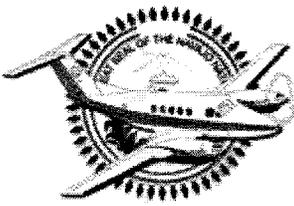
The ~~Government Services Committee~~ Health, Education and Human Services Committee of the Navajo Nation Council shall provide legislative oversight for the Navajo Air Transportation Department pursuant to 2 N.T.C. §401(c) (1).

#### VI. AMENDMENT

This Plan of Operation may be amended by the ~~Government Services Committee~~ Health, Education and Human Services Committee of the Navajo Nation Council as deemed necessary.

**NAVAJO AIR TRANSPORTATION DEPARTMENT  
#36**





# THE NAVAJO NATION

Navajo Air Transportation Dept.

P.O. BOX 706 • WINDOW ROCK, AZ 86515 • TEL: (928) 871-6466 • FAX: (928) 871-6484

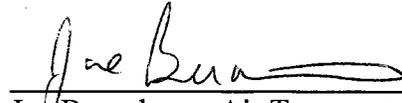
RUSSELL BEGAYE  
PRESIDENT

JOHNATHAN NEZ  
VICE-PRESIDENT

## MEMORANDUM

**TO:** SAS Reviewers

**FROM:**

  
\_\_\_\_\_  
Joe Berardesco, Air Transportation Director  
Navajo Nation Air Transportation Department

**DATE:** February 12, 2017

**SUBJECT:** SAS#007473 – Approving Plan of Operations for the Navajo Air Transportation Department

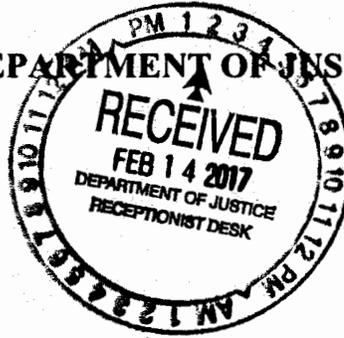
The Navajo Air Transportation Department is requesting to have the attached updated Plan of Operations document reviewed. I have included the proposed Plan of Operations as well as the current Plan of Operations.

Your immediate and prompt review/approval is appreciated. If you have questions or need additional information, please contact me at 505-870-0543. Thank you.



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



DOJ 2-14-17 2:22 PM DATE/TIME 7 Day Deadline DOC #: 007473 SAS #: UNIT: H59w

RESUBMITTAL

\*\*\* FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE

DATE OF REQUEST: 02/14/17 ENTITY/DIVISION: DGS CONTACT NAME: Joe Berardesco DEPARTMENT: Air Transportation PHONE NUMBER: (505) 870-0543 E-MAIL: Joeberardesco@yahoo.com TITLE OF DOCUMENT: Plan of Operation review.

DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 2/14/17 @ 3pm REVIEWING ATTORNEY/ADVOCATE: CE DATE/TIME OUT OF UNIT: 2/23/17 @ 3:11 pm

DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient

REVIEWED BY: (PRINT) Chris Grise DATE/TIME 2/22/17 5:07pm SURNAMED BY: (PRINT) Kandis Martin DATE/TIME 2/23/17 10:45am

DOJ Secretary Called: Joe Berardesco for Document Pick Up on 2/23/17 at 3:11 pm By: ab

PICKED UP BY: (PRINT) DATE/TIME:



**EXECUTIVE OFFICIAL REVIEW**

Title of Document: Air Transportation Plan of Operations Contact Name: BERARDESCO, JOSEPH P.

Program/Division: DIVISION OF GENERAL SERVICES

Email: joeberardesco@yahoo.com Phone Number: 928-871-6466/7324

**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: 2-9-17

2. Office of the Attorney General: \_\_\_\_\_ Date: 2/23/17

**Relinquishment of Navajo Membership**

1. Land Department: \_\_\_\_\_ Date: \_\_\_\_\_

2. Elections: \_\_\_\_\_ Date: \_\_\_\_\_

3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_

**Land Withdrawal or Relinquishment for Commercial Purposes**

Sufficient    Insufficient

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

**Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_    
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_    
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_    
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_    
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_    
6. DNR \_\_\_\_\_ Date: \_\_\_\_\_    
7. DOJ \_\_\_\_\_ Date: \_\_\_\_\_

**Rights of Way**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_    
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_    
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_    
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_    
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_    
6. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_    
7. OPVP \_\_\_\_\_ Date: \_\_\_\_\_

**Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

1. Minerals \_\_\_\_\_ Date: \_\_\_\_\_    
2. OPVP \_\_\_\_\_ Date: \_\_\_\_\_    
3. NLD \_\_\_\_\_ Date: \_\_\_\_\_

**Assignment of Mineral Lease**

1. Minerals \_\_\_\_\_ Date: \_\_\_\_\_    
2. DNR \_\_\_\_\_ Date: \_\_\_\_\_    
3. DOJ \_\_\_\_\_ Date: \_\_\_\_\_

**ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_    
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_    
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_    
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_    
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6. DNR \_\_\_\_\_ Date: \_\_\_\_\_    
7. DOJ \_\_\_\_\_ Date: \_\_\_\_\_    
8. OPVP \_\_\_\_\_ Date: \_\_\_\_\_

**OTHER:**

1. \_\_\_\_\_ Date: \_\_\_\_\_    
2. \_\_\_\_\_ Date: \_\_\_\_\_    
3. \_\_\_\_\_ Date: \_\_\_\_\_    
4. \_\_\_\_\_ Date: \_\_\_\_\_    
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