





MEMORANDUM

Date: August 31, 2018

To: All Navajo Nation Chapters
-Non-LGA Certified

Thru: 
Mr. Carl Smith, Executive Director
Division of Community Development (DCD)

From: 
Mr. Johnny P. Johnson, Department Manager II
Administrative Service Centers (ASC)

Subject: **ASC-Plan of Operation Orientation: Roles and Responsibilities of Chapter Officials and Chapter Staff**

On August 22 the Resources and Development Committee of the Navajo Nation Council approved the ASC Plan of Operation (POO). The ASC-POO redefines the roles and responsibilities of the Chapter Officials and the Chapter staff. Ultimately, the ASC-POO positively impacts Chapter Officials and Chapter staff by significantly strengthening local governance.

As a result, DCD-ASC had scheduled **August 27 & 31, 2018**, as an Orientation Day to cover the new roles and responsibilities of Chapter Officials and Chapter staff, unfortunately this was postponed due to Election Day and budget close out for the fiscal year.

A new schedule has been developed and is as follows:

- 9/17 - Chinle Chapter
- 9/18 - Shiprock Chapter
- 9/19 - Crown Point Chapter
- 9/20 - Tuba City Chapter
- 9/21 - Fort Defiance Chapter

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(ASC)

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ASC MISSION:
"Promoting
Viable
Communities
Through
Navajo Values"

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With an unofficial ASC-POO having been sent out via email it is appreciated that much of the Chapter Officials and Staff paid particular attention to the “Direct Local Supervision” aspect of the ASC-POO at Section IV. Authorities, Duties, and Responsibilities, subsection, C.1.B.C. and subsection C.2. Please be advised however, the supervisory role and responsibility will be transitioned to the Chapter Officials until such time they have received training and orientation on personnel management, procurement, fiscal management, etc. It is the intent of ASC-DCD that these trained officials will sign an affidavit indicating they fully understand their new roles and responsibilities before supervision is delegated. Nonetheless, again it is appreciated local Chapter pre-planning activities occur.

We look forward to meeting with you as we all begin our journey to establish a more accountable Nation. If you should have any questions, do not hesitate to call DCD-ASC at 928-871-6221.

CC. Resources and Development Committee
File : Distribution

TENATIVE

ASC AGENCY PLAN OF OPERATION ORIENTATION
9 AM to 3 PM
September 17 – 21, 2018

AGENDA

- I. Welcome Address – ASC Staff
- II. Invocation
- III. Welcome Address : Mr. Carl Smith, Executive Director, Division of Community Development
- IV. Administrative Service Center – Mr. Johnny P. Johnson, Department Director II
Long / Short Term Goals & Plan
- V. Purpose of Orientation
 - a. Official Plan of Operation – Presentation
 - i. Packets for hand out
 - ii. Legal sufficiency memorandum
 - iii. RDC official approval
 - iv. ASC Budget Form 2, FY 2019
 - b. Supervision
 - i. Employee Performance Measures and Disciplinary Actions
 - ii. Navajo Employment Preference Act
 - iii. Senior Program / Project Specialist
 - c. Requirements for Chapter Supervision
 - i. Selection of Supervisor
 - a. Provide ASC – CSC notice of direct local supervision
 - d. Chain of Command
- VI. Question / Comments / Time line
- VII. Announcements—Trainings
 - i. Fraud Hotline
- VIII. Adjourn