

# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



**TO :** ALL NAVAJO NATION DEPARTMENT/PROGRAMS  
ALL NAVAJO NATION ENTERPRISES AND AUTHORITIES

**FROM :**   
**Tom Platero, Division Director**  
Navajo Air Transportation  
Division of General Enterprises

**DATE :** May 10, 2021

**RE :** Navajo Air Transportation Guidelines

**Navajo Air Transportation is wholly-owned and operated by the Navajo Nation, under the Division of General Services.** The purpose of the department is to provide safe, efficient and reliable air transportation for tribal budgeted entities; all Navajo Nation department and programs, grant and contract funded programs, enterprises and authorities of the Navajo Nation.

Navajo Air Transportation is charter air services designated for official business-related flights. Air Transportation aircraft rates are cost efficient compared to private business air charter services and commercial airfares. When you book charter services from the Air Transportation department, you are purchasing all the seats. It is at the discretion of the department on whether you choose to fill all the seats or cost share with another entity, depending on the location and pax. Air Transportation will notify you of any subsequent callers inquiring flight availability with the same itinerary as your charter. An extra passenger may be allowed without charge, unless you wish to participate in cost sharing. Air Transportation is responsible for the overnight lodging and meal per diems for the aircraft pilot, not the requesting party.

## **How to Schedule a Flight:**

Flights are scheduled on a *"First Come, First Serve"* basis. However, the Office of the President and Vice President (OPVP) and Office of the Speaker will take precedence, if: the flight arrangements are scheduled 36 hours prior to departure, giving the other department(s) efficient time to make other travel arrangements and/or the flight is declared an emergency.

1. Call the Air Transportation Department at 928-871-6466 with the following information:  
(This information will determine flight availability)

- Department/Program
- Point of Contact Information
- Departure Date and Time
- Return Date and Time
- Flight Itinerary (i.e. Window Rock to Phoenix to Flagstaff to Window Rock)
- Type of Trip (i.e. Drop Off, Pick Up, RON – Remain Over Night, Wait & Return)
- How many passengers (pax)
- Passenger Listing (Required)
- Department Business Unit Number or K-Account Number (Required) or check

Additional Information Required Upon Flight Departure:

- A signature is required on the flight ticket before departure, acknowledging and authorizing Navajo Air Transportation to charge the attendees department for the flight.

**Payment Process:**

2. When the flight is completed, Air Transportation will collect all data (i.e. ramp fees, landing fees, hangar fees, etc.) pertaining to the flight and calculate it to the billing ticket, which will be forwarded to General Accounting/NNOOC for further processing.

Please observe the above guidelines for the maximum benefits to all participants utilizing our services. Please copy and distribute this memorandum to all appropriate locations. Navajo Air Transportation looks forward serving you. If you have any questions, please call 928-871-6466. Thank you.

**CONCURRENCE:**



**Paulson Chaco, Chief of Staff**  
Office of President and Vice President

