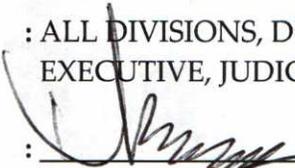




MEMORANDUM

TO : ALL DIVISIONS, DEPARTMENTS, AND PROGRAMS
EXECUTIVE, JUDICIAL and LEGISLATIVE BRANCHES

FROM : 
Marcus C. Tulley, Department Manager III
Facilities Maintenance Department
Division of General Services

DATE : March 11, 2013

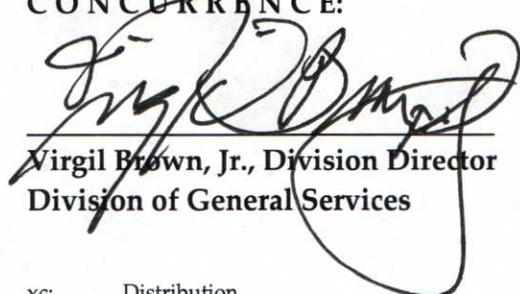
SUBJECT : LOCKSMITH SERVICE POLICY

Effective immediately, the Facility Maintenance Department will not issue any government facility entrance keys to new personnel that have not attained "Regular Status" with the Navajo Nation. New personnel are eligible to receive interior office keys following the same requesting policy below. Further, no authorized locksmith services will be provided to divisions, departments and programs unless by signed authorization from the respective division director, department or program manager. Delegation of authorities will no longer be accepted for any locksmith service requests. Locksmith services shall include lockouts, rekeying, lock change outs and duplication of keys.

This change is a result of increased locksmith service requests relating to new personnel departures, lost keys, and recent break-ins into tribal buildings causing our department to implement stringent restrictions and policies. Therefore, all divisions, departments and programs are strongly encouraged to follow all existing policies surrounding the safeguard and protection of tribal property; including the issuance of keys to authorized personnel only.

Your understanding and cooperation in the above matter is appreciated. If you should have any questions, please contact me at the number below.

CONCURRENCE:


Virgil Brown, Jr., Division Director
Division of General Services

xc: Distribution
Chrono