

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

August 24, 2021

**** ADVISORY ****

This advisory is from the Navajo Nation Risk Management Program to all Navajo Nation Programs, Department, Divisions, Chapter and Enterprises.

Risk Management will continue to not accept hard copy (Paper) documents for the time being. All documents including but not limited to 164, Claims, Underwriting Exposure Summary Forms and Contract Reviews must be submitted via **EMAIL** or **FAX** only. Due to the increase COVID-19 Delta Variant and for the safety of our staff and those handling them, they will not be accepted. Studies have suggested that the COVID 19 Virus can live on paper surfaces for up to four days.

EMAIL SUBMISSION:

DOCUMENT	NAME	EMAIL
Certificate of Insurance & Verification of Coverage (COI/VOC)	Michelle Shorty, OS	mshorty@navajo-nsn.gov
Claims: Property Loss & Vehicle Accident Reporting Forms	Kelli R. Lewis, OA	krlewis@navajo-nsn.gov
Underwriting Exposure Summary (UES); All other general correspondence	Lucy Slim, OS	lucyslim@navajo-nsn.gov
Contract Reviews, UES, COI, VOC Underwriting Exposure Summary (UES) and Correspondence	Shawnevan Dale, Program Supervisor II	sdale@navajo-nsn.gov

RISK MANAGEMENT PROGRAM FAX:

(928) 871-6087

To ensure an adequate & timely response, please include Shawnevan Dale, Program Supervisor II in your emails. Please allow some time to review and process your requests. NO FY 2021 UES will be processed; we are accepting FY2022 UES and shall be processed FIFO in September. Please complete your FY2022 UES and submit to RMP for timely processing.

CONTACT INFORMATION:

Risk Management Program
P: (928) 871-6335

Safety/Loss Control Program
P: (928) 871-6085

Insurance Services Department
P: (928) 871-6461

