

ROUGH DRAFT  
PROPOSED MEMORANDUM

NAVAJO SERVICE

Window Rock, Arizona

~~Date~~

October 11, 1938

MEMORANDUM TO ALL NAVAJO SERVICE PERSONNEL

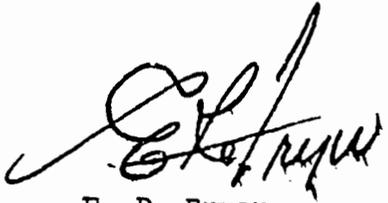
Subject: Amendment to "Clarifying Statement of Policy and Procedure for the Navajo Service"

The following supersedes the paragraph under "Heavy Equipment" (Special Administrative Considerations) as stated in the Clarifying Statement of Policy and Procedure for the Navajo Service:

Heavy Equipment. Where equipment is loaned to one agency by another, the borrowing agency will furnish fuel, oil, anti-freeze, tires and other items. The borrowing agency will make necessary repairs not to exceed the limitation of the agency loaning equipment. The borrowing agency will return equipment in as good condition as borrowed, ordinary wear and tear excepted (regulations preventing the over-haul or renewal for return to loaning agency). All loans of heavy equipment, regardless of their duration, must be handled by execution of the formal Loan of Equipment form.

It shall be the responsibility of the lending agency to see that the forms are executed and signed before releasing the equipment to the borrowing agency. All loans must be cleared through the office having control of the equipment, which in the case of the Soil Conservation Service is the Procurement Section.

Individuals having copies of the Clarifying Statement in their possession should make appropriate cross-reference to this memorandum.

  
E. R. Frver  
General Superintendent  
Indian Service

John H. Provinse  
Reservation Division Assistant  
Soil Conservation Service

Robert V. Boyle  
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