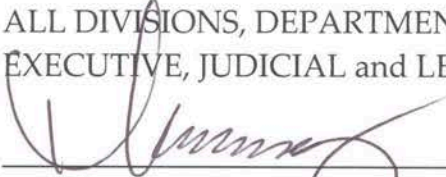




MEMORANDUM

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 29, 2012

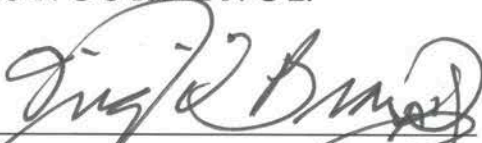
SUBJECT : Locksmith Service Policy

Effective immediately, the Facility Maintenance Department will no longer authorize locksmith services to departments and programs unless by written authorization from the respective department managers and/or directors. Locksmith services include lockouts, rekeying, lock change outs and duplication of keys.

The increase in locksmith service requests due to personnel departures, lost keys, and recent break-ins into tribal buildings has caused our department to implement this restriction and policy. Therefore, all departments and programs are strongly encouraged to follow the 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