



**PROCEDURES  
EXECUTIVE AND LEGISLATIVE BRANCHES  
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	ROLES AND RESPONSIBILITIES	NO: 20-II-001
SUBJECT:	CHAIN OF COMMAND PROCEDURES	RELEASE DATE: 10/19/2020
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**PURPOSE**

To provide guidance to supervisors and employees on how to delineate authority and reporting relationships and to ensure that all employees adhere to their established chain of command when performing their assigned duties.

**APPLICABILITY**

These procedures shall apply to all Executive and Legislative Branch employees, volunteers, interns and any others who provide and conduct business on behalf of the Navajo Nation.

**DEFINITIONS**

For the purpose of this procedure, the following definitions apply:

**CHAIN OF COMMAND:** An official hierarchy of authority that dictates who is in charge of whom and whose permission must be sought for official actions to be taken. The line of succession, authority and reporting obligation which employees are required to follow.

A chain of command is an aspect of organizational structure that is meant to show clear line of responsibility from the top position to the bottom. A chain of command is established so that all employees know whom they should report to and what responsibilities are expected at that level.

**Organizational Charts**

An organizational chart is a visual communication tool that allows employees and stakeholders to see employee job titles as well as the reporting relationships in an organization.

The organizational chart portrays the organization's structure using boxes and vertical and

horizontal lines to connect the boxes. The vertical lines demonstrate the reporting relationships of supervisors and their reporting staff.

#### EXAMPLE OF LEVELS OF AUTHORITY

Chief of Staff  
Division/Executive Director  
Deputy Division/Executive Director  
Department/Program Manager  
Department/Program Supervisor  
Middle Manager of people or function

#### PROCEDURES

1. Supervisors at all level are expected to provide each employee with clear lines of responsibility and maintain communication at all staff levels.
2. All employees shall adhere to the chain of command and attempt to resolve issues at the department level.
3. All employees are to adhere to these procedures when reporting incidents and concerns to their supervisors within the chain of command of each Division, as set out in the organizational chart.
4. Employees shall adhere to verbal and written directions communicated through their designated chain-of-command in the performance of their duties.
5. All employees must understand, recognize and determine when official communications and transactions must be cleared through the proper chain-of-command. When in doubt regarding this requirement, the employee shall consult with their appropriate supervisor as indicated on the organizational chart.
6. Employees seeking to file a complaint against their immediate supervisor shall submit their complaint to the next supervisor in their chain of command as indicated on the organizational chart.
7. Delegation of Authority. If a manager is absent from duty or is otherwise unable to carry out their duties and responsibilities, the manager, or a higher official, shall appoint a designee. The delegated designee shall not have the authority to make decisions regarding personnel or major program changes.
8. For complaints involving sexual harassment, employees shall follow the Sexual Harassment Procedures available on DPM's website at [www.dpm.navajo-nsn.gov](http://www.dpm.navajo-nsn.gov).
9. Failure of an employee to follow these procedures may result in further disciplinary action and up to termination of employment in accordance with the NNPPM, Section XIII.G.