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CHEROKEE NATION®

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Office of the Principal Chief

Chuck Hoskin Jr.
Principal Chief
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Bryan Warner
Deputy Principal Chief
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To: Cabinet, Sub-Cabinet

From: Principal Chief Chuck Hoskin Jr.

CC: Bryan Warner, Deputy Principal Chief; Mike Shambaugh, Speaker of the Council; Samantha Hendrix, Exec. Director of Human Resources; Daniel Mead, Acting Marshal Designate

Date: November 27, 2024

ADMINISTRATION MEMORANDUM ON TRANSITION OF MARSHAL TO ACTING MARSHAL, DESIGNATION OF DANIEL MEAD AS ACTING MARSHAL DESIGNATE

The purpose of this memorandum is to outline the Administration's expectations during the period of transition from Marshal Shannon Buhl to Acting Marshal Daniel Mead concluding January 1, 2025, upon Marshal Buhl's retirement and Lt. Mead's ascendancy to Acting Marshal.

Lt. Mead, Acting Marshal Designate; Access to Records

Lt. Mead will remain in his present rank through the period of transition, but holds the temporary administrative title of "Acting Marshal Designate." The title is largely for clarity and confidence to help facilitate a smooth transition. At present the earliest date Lt. Mead will hold title of Acting Marshal is January 1, 2025. *To be clear, our system contemplates one Marshal at a time and we will maintain respect for that during the transition period.*

As Acting Marshal Designate, Lt. Mead should have full access to any and all information which effectuates a smooth transition, unless law or policy expressly prohibits the sharing of any such information. Any requests he has in that regard should be directed to Marshal Buhl and ordinarily¹ with courtesy notice to COS Corey Bunch. The specific types of information that should be provided to Acting Marshal Designate Mead include:

- Departmental budget records
- Asset inventory records
- Organizational charts (current and pending approval).

¹ In some cases dealing with CNMS cases or investigations, department protocols may naturally discourage or prohibit including COS on the subject.

- Employee rosters
- Departmental Policies and procedures

Any doubts concerning the disclosure of records should ordinarily be resolved in favor of disclosure and resolved through consultation between Marshal Buhl and COS Bunch. Any additional requests for information by Acting Marshal Designate Mead should be considered and resolve via consultation between Marshal Buhl and COS Bunch.

At Marshal Buhl's discretion it may be helpful to assign such administrative assistants as Acting Marshal Designate Mead may need through the transition, with such individuals selected in consultation with Acting Designate Marshal Mead.

Directive

To implement the exceptions set forth in this memorandum it is critical that Marshal Buhl, COS Bunch and Acting Marshal Designate Mead work closely and cooperatively. That is to say, each of them meeting their ordinary high standards of professionalism gives me unwavering confidence that this will be done. The period of the next 34 days will prove to be a smooth transition at CNMS in the best interests of the Cherokee people.

Wado,

A handwritten signature in black ink, appearing to read "Chuck Hoskin Jr.", written in a cursive style.

Chuck Hoskin Jr.

Cherokee Nation Principal Chief