The Navajo Nation
Office of Background Investigations
Post Office Box 4020
Window Rock, Arizona 86515

OFFICE HOURS:

Monday—Friday (8:00 AM to 5:00 PM)

Closed lunch hour (12:00 PM to 1:00 PM)

NICKETA KIRK, PROGRAM MANAGER I
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RODNEY NEZ, HR ADJUDICATOR
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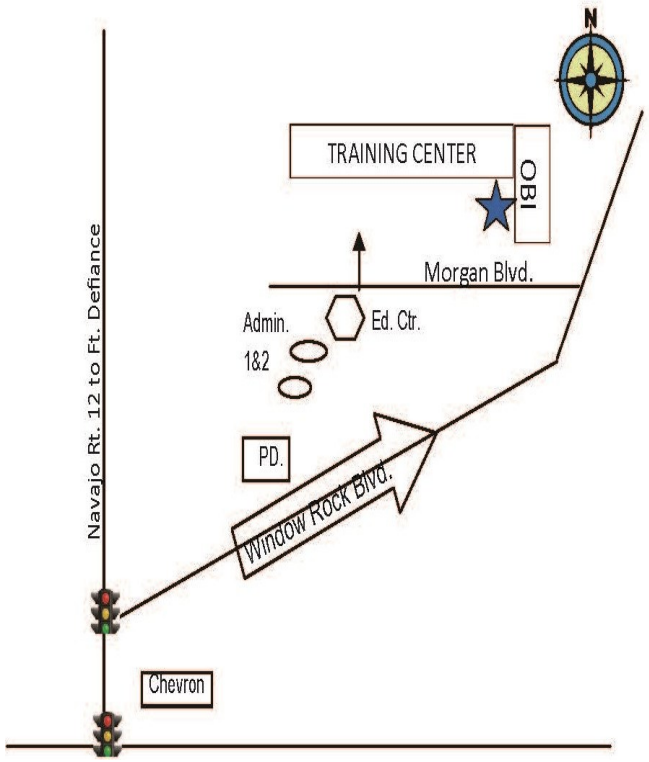
PATRICIA CLY, HR RECORDS CLERK
- E-MAIL: patricia.cly@navajo-nsn.gov

DAWNYELLE BROWN, HR RECORDS CLERK
- E-MAIL: dawnyellebrown@navajo-nsn.gov

THIS OFFICE CURRENTLY PROVIDES SERVICES FOR NAVAJO NATION EMPLOYEES AND FOR THOSE INDIVIDUALS THAT REQUIRE SUCH SERVICES.

DIRECTIONS:

THE OBI IS LOCATED IN THE TRAINING CENTER COMPLEX ON THE EAST SIDE OF THE STAFF DEVELOPMENT &TRAINING CENTER. NORTH OF THE EDUCATION BUILDING ON MORGAN BLVD.





THE NAVAJO NATION OFFICE OF BACKGROUND INVESTIGATIONS

Training Center Building
2740 Morgan Blvd.
P.O. Box 4020
Window Rock, Arizona 86515
Phone: (928) 810-8589
Fax: (928) 810-8599
www.obi-navajo-nsn.gov



HISTORY & OVERVIEW

The Office of Background Investigations (OBI) was established in July 2009 and is directly aligned under the Division of Human Resources as a separate and independent department.

PURPOSE

OBI strives to ensure that the Navajo Nation employees are provided a work environment that minimizes risk to the health and safety of its employees, volunteers, interns, program participants, and to protect the Navajo Nation's funds, properties and other assets.

VISION

To provide a one-stop background check service for all Navajo Nation employees who occupy a sensitive position and for those individuals that require such services.

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MISSION STATEMENT

The mission is to conduct professional background investigation and adjudication services to determine an individual's suitability for employment on the Navajo Nation.

PROVISIONAL HIRE

HESCAP-04-23: An Action Relating to the Naabik'íyáti' Committee and Navajo Nation Council; Amending the Navajo Nation Personnel Policies Manual Section IV.K.5; Approving the Navajo Nation to Hire Employee on a Provisional Basis While Background Checks are Pending.

–Provisional hire is permitted for an applicant or employee whose position a background check if their position falls under or includes criteria #2,3,4,5,6,7,8,&9.

–Provisional hire shall not permitted for an applicant or employee whose position a background check if their position falls under or includes criteria #1.

ARE YOU READY TO SUBMIT TO YOUR DOCUMENTS?

FROM THE PROGRAM:

1. OBI Referral w/ Job Vacancy Announcement attached.

** ***Completed Provisional Hire Form*** *(available on OBI & DPM website— www.dpm.navajo-nsn.gov)*

FROM THE APPLICANT/EMPLOYEE:

1. Criminal Traffic History Report - **18th birthday**. For Renewal, 10-yrs CTHR Obtain from Information Management Section (IMS) visit their website at: www.ims.navajo-nsn.gov
2. Motor Vehicle Driving Report from the State the Driver's License is issued.
3. Security Application (3 OBI forms)
4. Valid State Driver's License (DL) or Identification Card (ID)
5. Social Security Card

Email all documents to:

obi.document@navajo-nsn.gov

BACKGROUND CHECK FEES:

	Money Order
1. Navajo Nation	$31.50
2. Navajo Nation	$23.95

NOTE: *OBI shall receive money order(s) ONLY during scheduled Intake appointment.*

BACKGROUND INVESTIGATIONS & ADJUDICATION

A Background Investigation consists of obtaining civil and criminal history reports from the Federal, State, Local (County/Municipal), and Tribal jurisdictions. In addition, other negative information maybe considered from the Navajo Nation Courts, Ethics & Rules Office, Navajo Division of Public Safety, The Office of the Chief Prosecutor, the Department of Personnel Management and State Motor Vehicle Departments.

INVESTIGATION– Each case file consists of all required reports and shall be thoroughly investigated by obtaining proper court dispositions and other relevant information, if applicable.

ADJUDICATION- All case files shall be thoroughly analyzed to determine whether any offenses may negatively bear upon the individual's fitness to occupy a sensitive position. Depending upon the information revealed from the required reports, a suitability assessment may be applied, including Due Process.

DETERMINATION NOTICE– Once adjudication is completed, a determination notice shall be issued to the individual, the respective program, and the department of personnel management informing the individual received a favorable or unfavorable recommendation.

