



OFFICE OF BACKGROUND INVESTIGATIONS



DEPARTMENT/ PROGRAM CHECKLIST FOR A BACKGROUND CHECK

- 1. **Designation of Sensitive Positions.** The department/program is to ensure their positions are designated as sensitive positions by Department of Personnel Management in accordance to Navajo Nation Personnel Policies Manual.
- 2. **Assign a Contact Person.** The department/program is to assign a contact person who will be responsible to work directly with OBI staff in submitting all required documents, handling of payment, scheduling intake appointment, etc.
- 3. **Referral Form.** Department/program is to submit a roster of employee(s) using the “Referral for Background Check and Adjudication”.
- 4. **Tribal Criminal History Reports (Prerequisite).** (Search from 18 years of age to present day) Obtained from NN Department of Public Safety- Information Management Section (IMS)
It is advisable, if any criminal information should appear on an individual’s report that has not been resolved in the appropriate tribal court will need to be addressed and submit supporting documentation to the OBI demonstrating the offense has been resolved.
- 5. **State Motor Vehicle Reports (Prerequisite).** A motor vehicle report (MVR) is required from the State Motor Vehicle Division based on employee’s driver’s license. **Note: Fees may vary per state motor vehicle division. MVR is valid 3 months from issued date.
- 6. **Invoice.** Before requesting for an invoice, please adhere to the following:
 - a. Items # 1 through # 5 must be completed.
 - b. Instruction and sample copies of Inter-departmental Charge Requisition (ICR), and Request for Direct Payment (RDP) are available for the department/program paying for the background check fees. Please contact the OBI for account information and further instructions.
- 7. **Schedule Intake Appointment.** The department/program will schedule an appointment with OBI staff for intake purpose. OBI staff will provide the following:
 - a. An orientation, fingerprinting, collection of required documents and notary, etc.
 - b. Group presentations available upon written request to the OBI Manager.
- 8. **Job Vacancy Announcement.** A Job Vacancy Announcement (JVA) for each position listed on the Referral. One JVA for positions with the same position titles may be submitted.
 - c. If a JVA is not available, a signed memorandum by the Department/Program Manager describing the job duties and responsibilities will be accepted in place of the JVA. Acceptance will be dependent upon OBI review.
- 9. **Authorize Assistance for the Security Application.** An Authorization for Assistance in Completing the Security Application form is available for individual(s) that require assistance in completing the security application during the intake process. Please call OBI for the form.
 - a. The Department/Program is responsible for making arrangements for their applicants or employees to obtain the required documents, initiate the background check and complete the security application.