



**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)

Jolene Etsitty, MBA, HR Adjudicator/
Delegated Supervisor

◆ jdetsitty@navajo-nsn.gov

Lucy James, Background Check Technician

◆ lucyjames@navajo-nsn.gov

Marlene Jones, Background Check Technician

◆ mjones@navajo-nsn.gov

Danista Golden, Sr. Office Specialist

◆ dgolden@navajo-nsn.gov

Lavina M. Leonard, HR Records Clerk

◆ lmleonard@navajo-nsn.gov

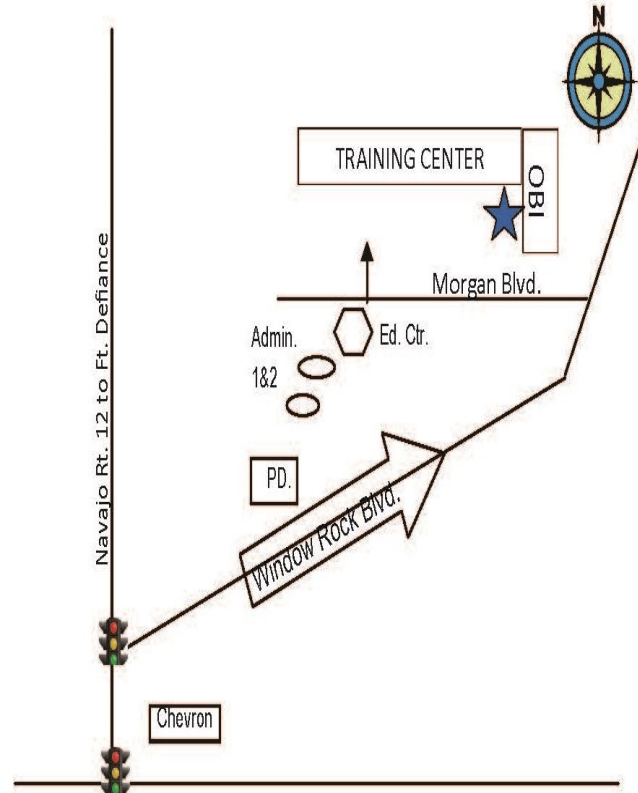
Ivene Bahe, HR Records Clerk

◆ ibahe@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.



Training Center Building
2740 Morgan Blvd.
Phone: (928) 810-8589
Fax: (928) 810-8599
www.obi-navajo-nsn.gov

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REQUIRED DOCUMENTS

FROM THE PROGRAM:

1. Referral
2. Job Vacancy Announcement

FROM THE APPLICANT/EMPLOYEE:

1. Tribal Criminal History Report from the Age of 18 to present. Obtain from Information Management Section (IMS), located in Window Rock, AZ . PH (928) 871-7621, website at: www.ims.navajo-nsn.gov
2. Motor Vehicle Driving Report from the State the Driver's License is issued.
3. Valid Driver's License or Identification Card (IC) or VISA (If Applicable)
4. Social Security Card

BACKGROUND CHECK FEES

2 options:

Credit Card or Money Order

2 Money Orders:	Money Order Amounts:
1	\$31.50
2	\$23.95

REFUND POLICY: No refund in part or whole once services have commenced. Please bring Money Orders in Blank.

BACKGROUND INVESTIGATIONS

A Background Investigation consists of obtaining 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. Our investigators conduct a thorough investigations by conducting all criminal searches and verifications to determine employment suitability.

ADJUDICATION

Each case file is reviewed and is compared with the suitability criteria for the position. A favorable or unfavorable determination is issued.

DETERMINATION NOTICE

Upon the completion of the adjudication process, 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.



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. Naalnishj naalkaah bił haz a.

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.