



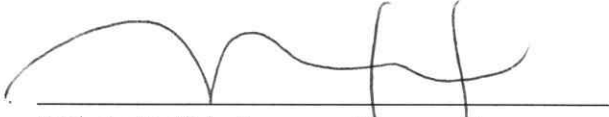
DR. BUU NYGREN **PRESIDENT**

RICHELLE MONTOYA **VICE PRESIDENT**

The Navajo Nation | Yideeskáadi Nitsáhákees

Memorandum

To : NAVAJO NATION DIVISIONS, DEPARTMENTS, PROGRAMS,
AND THE GENERAL PUBLIC

From : 
Nicketa K. Kirk, Program Manager I
Office of Background Investigations (OBI)/DHR

Date : January 25, 2024

Re : **Temporary Office Closure: February 20-22, 2024**
Tribal Adjudication Professional Certification/PSC & NNAHRA

The Office of Background Investigations will be temporarily closed beginning **Tuesday, February 20, 2024, to Thursday, February 22, 2024**. Monday, *February 19, 2024, is a Holiday*. The OBI Staff will be attending a Tribal Adjudication Professional (TAP) Certification training to be conducted by the Personnel Security Consultants, Inc. (PSC) and National Native American Human Resource Association (NNAHRA) at the Indian Pueblo Cultural Center in Albuquerque, NM.

The OBI office will be closed to the public, however, our office will provide minimal services by monitoring and tracking emails for first level questions or information needed, response time will be normal. All Intakes, Investigation and Adjudication progress will resume when OBI Staff return on **Friday, February 23, 2024, at 8:00 a.m.**

The OBI appreciate this opportunity to gain high level insights of applicable laws, regulations, tribal codes, and policies specific to tribal governments from prestigious human resources professionals, inclusive of all sections of the OBI, Overview of Background Investigations, Investigation for multi-level positions and Adjudication.



DR. BUU NYGREN *PRESIDENT*

RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

If you have any questions or concerns, please contact me via email nk.kirk@navajo-nsn.gov or phone (928) 810-8589.

CONCURRENCE:

Debbie Nez-Manuel 1/31/24

Debbie Nez-Manuel, Director
DIVISION OF HUMAN RESOURCES

Date

File

DPM/DHR





BACKGROUND INVESTIGATION AND ADJUDICATION AGENDA

Day 1 – Background Investigations

8:30 a.m. – 9:00 a.m.

Check in and Continental Breakfast

9:00 a.m. – 9:30 a.m.

Introductions and Training Overview

Lesson 1 – Policy Development

9:30 a.m. – 10:30 a.m.

Background Investigation Policies and the Fair Credit Reporting Act | Featured Presenter – Rick McGee (Day and time to be finalized)

10:30 a.m. – 10:45 a.m.

Break

Lesson 2 – Everything You Want to Know About Background Checks

10:45 a.m. – 12:00 p.m.

Questionnaires- Screening

12:00 p.m. – 1:15 p.m.

Lunch Break

Lesson 3 – Conducting a Compliant Employee Background Investigation

1:15 p.m. – 2:30 p.m.

Searching Criminal Records Inquiries and Verifications

2:30 p.m. – 2:45 p.m.

Break

2:45 p.m. – 3:45 p.m.

How to Read an FBI Report
How to Read a Credit Report

3:45 p.m. – 4:30 p.m.

Documenting Background Investigations



BACKGROUND INVESTIGATION AND ADJUDICATION AGENDA

Day 2 – Adjudication Certification

Lesson 4 – Adjudication Overview

9:00 a.m. – 9:30 a.m.

Adjudication Overview

Lesson 5 – Policy Development

9:30 a.m. – 10:30 a.m.

Adjudication Policies and Due Process/Adverse Action | Featured Presenter – Rick McGee (Day and time to be finalized)

10:30 a.m. – 10:45 a.m.

Break

Lesson 6 – Identifying Derogatory Issues (Statutory Bars and Conduct Concerns)

10:45 a.m. – 12:00 p.m.

12:00 p.m. – 1:15 p.m.

Lunch Break

Lesson 7 – Understanding Ranking Worksheets

1:15 p.m. – 2:30 p.m.

The Ranking Worksheet Template
Developing Ranking Worksheets

2:30 p.m. – 2:45 p.m.

Break

Lesson 8 – Understanding Case Summaries

2:45 p.m. – 4:30 p.m.

The Case Summary Template
Utilizing the Ranking Process to Develop a Case Summary/Case Summary Case Studies



BACKGROUND INVESTIGATION AND ADJUDICATION AGENDA

Day 3 – Adjudication Certification

Lesson 9 – Adjudicating Issue Cases

9:00 a.m. – 10:30 a.m.

Types of Due Process / Adverse Action
Understanding Mitigating Information
Preliminary Unfavorable Letters
Letters of Inquiry

Lesson 9– Reviewing Responses

10:30 a.m. – 11:00 a.m.

Making Final Determinations / Writing Final
Justifications /Case Studies

Background Investigation and Adjudication Assessment/Exam

11:00 a.m. – 11:45 a.m.

Closing and Certificates

11:45 p.m. – 12:30 p.m.





TAP Summary

TAP Certification, a 3-day program, will educate participants on the applicable laws and regulations regarding the background check & and adjudication process specific to tribal governments/enterprises. Participants will understand how to gather and review information to assess the suitability of the job candidates covered under applicable laws, regulations, and tribal codes/policies. The curriculum is targeted at legal, law enforcement, HR, and education professionals.

Certification is obtained by completing a prerequisite online module that reviews applicable laws & and regulations. In-person attendance is required with attendance verified each of the three days. A 50-question exam is taken on the 3rd day of the session with a required pass rate of 65%. Certification is maintained by taking a minimum of 24 hours of NNAHRA-approved educational programs every two years. Others may attend.

Save The Date

February 20 - 22, 2024

NNAHRA and Personnel Security Consultants, Inc. (PSC) are pleased to announce the First Collaborative Adjudication Training Certification For Tribal Adjudication Professionals

LOCATION: Indian Pueblo Cultural Center - Albuquerque, NM

COST: \$895 for NNAHRA MEMBERS; \$995 for NON-MEMBERS.

Please note there is a prerequisite component that must be completed before attending this certification program. The prerequisite (\$250) is in addition to the registration fee.

MORE DETAILS TO COME...



PERSONNEL SECURITY
CONSULTANTS, INC.

