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

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Window Rock, AZ 86515

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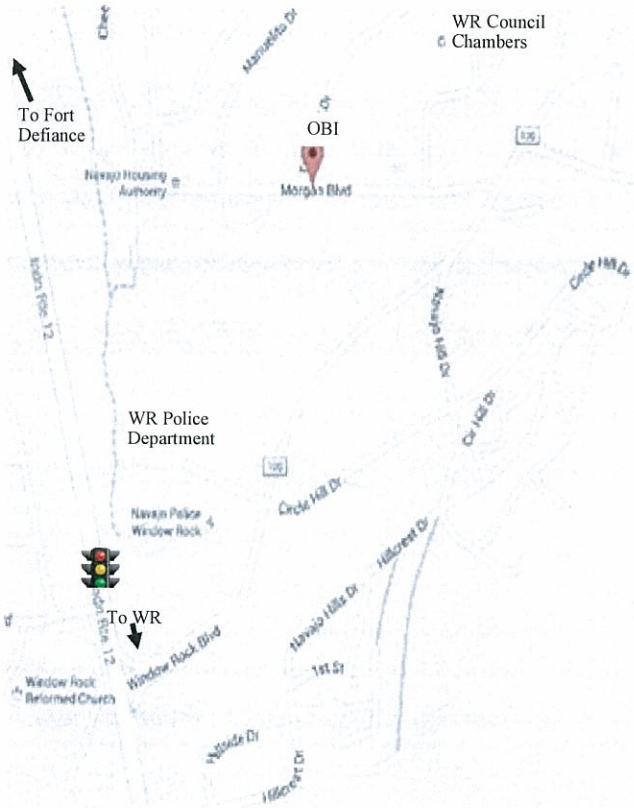

Directions:

The OBI is located North of the Education Building on Morgan Blvd. Left of Staff Development and Training Center office.

THE NAVAJO NATION

OFFICE OF BACKGROUND INVESTIGATIONS

HISTORY & OVERVIEW

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

PURPOSE

The Office of Background Investigations 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.

POLICIES

Pursuant to the NNPPM IV.K.1, the policy of the Navajo Nation is to promote a safe and secure work environment, to provide for the safety of Navajo Nation employees, volunteers, interns, and programs participants and to protect the Nation's funds, property and other assets by obtaining an adjudicating background checks on those positions designated as sensitive. This policy shall be implemented in a manner that protects individual's rights to privacy. Consistent with provisions of applicable laws and policies, the Navajo Nation shall not discriminate against any applicant or employee.

REQUIRED DOCUMENTS

By the Program:
1. Referral
2. Job Vacancy Announcement

By the Applicant/Employee:

1. **Valid Driver's license or State Identification Card or VISA (if applicable)**
2. **Social Security Card**
3. **Tribal criminal history report—applicant or employee's responsible to obtain from the Information Management Section, Window Rock,AZ (928) 871-7621**
   From 18 yrs. of age to current
   - **Court disposition(s) for offense(s) listed.**
4. **Motor Vehicle Record**

BACKGROUND CHECK FEE SCHEDULE

Money Order:	Money order amounts:
1	$44.93
2	$23.95

REFUND POLICY: No refund in part or whole once services have commenced.

This office currently provides services only for Navajo Nation employees and prospective employees who will be occupying a sensitive position.

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, White Collar Crime Unit, Navajo Division of Public Safety, the Office of the Chief Prosecutor, the Department of Personnel Management, the Office of the Auditor General 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. Dependent upon the information revealed from the required reports, a suitability assessment may be applied.

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.