



REFERRAL FOR BACKGROUND CHECK AND ADJUDICATION

TO : Navajo Nation Office of Background Investigations

FROM :

(Original Signature Required)

(Department Manager Name & Title)

(Division/Department Name)

DATE :

Pursuant to the Navajo Nation Personnel Policies Manual Section IV. K. a background check is required for those who shall occupy a sensitive position. Select the options below for number of request(s) to begin the background check process:

- Individual Request Multiple Requests

I. The program must assign a contact person who will be responsible for several tasks as listed on the "Department/Program Checklist for a Background Check" and the "Security Packet Checklist and Instruction Sheet":

Contact Person Name and Title:

Department/Program Mailing Address:

Phone Number: Fax Number:

Email Address:

(Official Navajo Nation government email address only.)

II. This Section for Multiple Requests Only, attach the following information in a listed format for these individuals:

Table with 6 columns: Full Name, Position Title, Position Number, Worksite, Employment Status i.e. full-time, temporary, etc., Department Number

For those positions identified as temporary or volunteer positions, provide the position title and the criteria number(s) as specified on the official designation of sensitive positions memorandum.

III. This Section for ***Individual Request Only***, an offer of employment shall not be made until completion of background investigation and adjudication.

Name: _____

Position Title: _____

Position Number: _____ Department Number: _____

Position Type: Applicant Current Employee Temporary Volunteer
(Recommended for hire)

Change in Position Status: Reclassification Promotion Transfer

Worksite Location: _____

IV. A Job Vacancy Announcement (JVA) must accompany each position listed on the Referral. One JVA may be submitted for positions with the same position titles. If a JVA is not available, a signed memorandum by the Department Manager describing the job duties and responsibilities for the position(s) on the Referral will be accepted in place of the JVA. Any required licensures must also be listed on the memorandum.

V. Upon completion of the investigation and adjudication, the determination letter stating favorable or unfavorable will be sent to Program Manager/Director identified on the official designation of sensitive positions memorandum.

Complete Only if the Program Manager/Director that is indicated on the “Designation of Sensitive Positions” memorandum is no longer employed with the program, provide the updated information below:

Immediate Supervisor Name: _____

Supervisor’s Position Title: _____

Phone Number: _____ Email Address: _____
(Official Navajo Nation government email address only.)

VI. Identify Funding Type: General Fund External Fund (If External, complete addendum)
The purpose of this section is to adhere to additional laws and regulations that may require a more stringent background check requirement based on the external funding requirements.

The Office of Background Investigations shall conduct background checks in accordance to the Navajo Nation Personnel Policies Manual IV.K. Programs are required to submit the external funded contract agreement for position titles designated as a sensitive position. The OBI assumes no further risks and liabilities for applicants and employees if a program or department fails to provide such contract funding agreement pertaining to background checks.

VII. **Please complete the Authorization for Assistance Completing Security Application for any individual who requires assistance or an interpreter to complete the security packet. The department/program is responsible to provide an interpreter for those individuals that require assistance.**

