



**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**  
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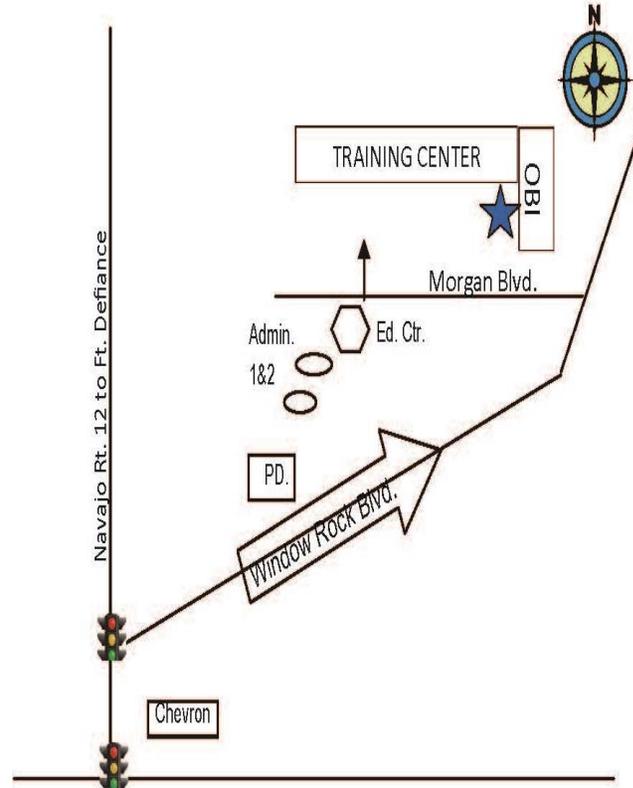
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THIS OFFICE CURRENTLY PROVIDES  
SERVICES FOR NAVAJO NATION  
EMPLOYEES AND FOR THOSE  
INDIVIDUALS THAT REQUIRE SUCH  
SERVICES.

**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.



**THE NAVAJO NATION  
OFFICE OF  
BACKGROUND  
INVESTIGATIONS**



**Training Center Building**  
**2740 Morgan Blvd.**  
**P.O. Box 4020**  
**Window Rock, Arizona 86515**  
**Phone: (928) 810-8589**  
**Fax: (928) 810-8599**  
**[www.ob-navajo-nsn.gov](http://www.ob-navajo-nsn.gov)**



## REQUIRED DOCUMENTS

## BACKGROUND INVESTIGATIONS & ADJUDICATION

### 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](http://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

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, Navajo Division of Public Safety, The Office of the Chief Prosecutor, the Department of Personnel Management 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 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.



## 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. Naalnish9 naalkaah bi[ haz 3

## 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.

## BACKGROUND CHECK

### FEES:

<b>2 Money Orders:</b>	<b>Money Order Amounts:</b>
1	\$31.50
2	\$23.95

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